A.P. POLICE
SPECIALIZED UNITS
MANUAL
Part - I
Volume - III

{G.O.Ms. No. 19 Home (Legal II) Dept. dt. 14.02.2017}

GOVERNMENT OF ANDHRA PRADESH
Police Department
Amaravathi - 522 020

Implementation of Telugu Language in all proceedings including Courts vide G.O.Ms.No.485 Home (Courts-B) Department dt: 29.03.1974.

Implementation of Telugu language in maintaining Police Station records vide G.O.Ms.No.1515, General Administration (OL & SR-II) Department, dt: 22.12.1966.

FORMATION OF DISTRICTS IN ANDHRA PRADESH

(Andhra State was carved out of Madras State on 1st October 1953. Aandhra Pradesh was carved out on 1st November 1956 with Telangana Districts. Seperate state of Andhra Pradesh was carved out on 2nd July 2014)

Name of the District	**Year**
Cuddapha	1808
Kurnool	1858
Anantapoor	1882
Guntur	1904
East Godavari	1904
Chittor	1911
West Godavari	1925
Prakasham	1970
Ranga Reddy	1978
Vizianagaram	1979

NANDURI SAMBASIVA RAO, IPS,
Director General of Police,
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Dt : 16.03.2017.

FOREWORD

The Andhra Pradesh Police Manual in four volumes approved by the Government on 14th Feb, 2017 enables all the Police Officers to perform their tasks with clarity and precision. The revision was taken up on the orders of the Government of AP by Sri S. Umapathi, IPS (Retd.), IGP with the help of Sri K. Sudhakar, SP (NC) (retired) in a meticulous manner incorporating all the new Acts, Rules, guidelines, MHA Circulars, Apex Court directions and other Government orders.

The four volumes for convenience are named as :-

1. AP Police Administrative Manual (Part-I, Vol - I)
2. AP Police Investigation Manual (Part-I, Vol - IIA)
3. AP Police Station House Management Manual (Part-I, Vol - IIB) and
4. AP Police Specialised Units Manual (Part-I, Vol - III)

The thrust has been to ensure proper functioning of all Police Stations, Circles, Sub-Divisions, Districts, Units and Commissionerates with certain Key Performance Areas (KPAs) and measurable indicators. Standard Operating Procedures (SOPs) in respect of important crimes enables Officers not to miss any legal step in the investigation of cases for improving our conviction rate. Detailed Cyber Crime investigation procedures mentioned in the Investigation Manual is a ready reckoner for all officers which is extremely useful in this Cyber era. Every SHO should learn the nomenclature and the way to investigate Cyber Crime, SC/ST Crime, Juvenile Crime and other Specialized Crimes and the way to process file for payment of victim-witness compensation under various schemes of the Government for rending speedy Justice.

The Chapter on Police Welfare, new Chapters on Police Computers and Standardization, Safe City Concept, Road Safety and District Police Office do spell out the requisite mandate for the officers and staff.

I am sure that the new Manual of 1st Edition will enhance our image with the desired pro-people, pro-women and pro-children approach in the service delivery.

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Dt :16.07.2016.

FOREWORD

The AP Police Manual is the main reference book as well as a valuable guide for all Police officers, for their day to day work. It is a compilation of all new Acts, recent legislations, amendments, procedures, guide lines and circulars which are required for proper Justice delivery, for prevention, detection and investigation of crime, maintenance of public order etc.

The existing Police manual was published in February, 2002 and ever since, several Cr.PC, IPC, Evidence Act amendments have come into force including new Acts such as POCSO Act 2012, SC/ST Amendment Act, 2015, Juvenile Justice (CPC) Act, 2015, amendments to Unlawful Activities (Prevention) Act in 2014, Information Technology Act, 2008 and plethora of other amendments came into effect necessitating a revision. Several new technologies, Cyber forensic laboratories, Cyber Crime investigation tools, social media monitoring tools, etc., have become available to the Police Officers. The Police is facing new economic crimes like multi-level marketing, FICN cases, Organized criminal activities like Human Trafficking, Drug Trafficking, Cyber Crimes and transnational terrorism. All this resulted in issuing several orders by the Government and by the Chief Office from time to time which need to be codified.

The earlier revision of APPM was carried out by Sri. K.Vijaya Rama Rao, IPS (Retd), former Director CBI, New Delhi, which was a revision of 1912 Madras Police Manual. A need was felt to revise the APPM incorporating all the new and amended legal provisions, Government of India advisories, State Government G.Os, Chief Office Circulars, other related Circulars of Accounts Branch, Chairman SLPRB, etc. The Government of AP accordingly entrusted the onerous task of revising the Police Manual to an experienced, law knowing Police Officer Sri S.Umapathi, IPS (Retd.) former IGP, CID AP. He redrafted the entire Manual incorporating the latest legislations, Acts, Circulars, Advisories and Government Orders, new proformas, District profiles with new chapters like PCS & S, Road Safety, Safe City and District Police Office. The Cyber Crimes, Standard Operation Procedures on heinous crimes, relevant Supreme Court Judgments have been put in place for ready reference.

For the convenience of users, the Manual is being published in four volumes viz :

1) The AP Police Administrative Manual dealing with Police Structure, Administration, key performance areas of Officers, disciplinary matters, recruitment and training.
2) The AP Police Investigation manual (Called APPM Part I, Vol -II (A) elaborates FIR to Charge sheet to Trial Monitoring, including Standard Operation Procedures.
3) The AP Police Station House Management Manual called APPM Part-I, Vol-II (B) containing Station House routine, service delivery etc.
4) The AP Police Specialized Units manual (APPM Part I Vol.III) revised with four new Chapters.

For this phenomenal work , the Police Department is greatly indebted to Sri.S.Umapathi, IPS (Retd) for undertaking this task and to Sri K.Sudhakar SP (NC) (Retd) who assisted him from the beginning without expecting any remuneration. I also place on record the contribution made by Sri. U. Rama Mohan Rao, SP (NC) Cyber PS in drafting a detailed SOP on Cyber Crimes and investigation techniques. I place on record the role of S/Sri M. Saravan Kumar, Chief Legal Advisor, CID AP, C.C.Subramanyam, Director of Prosecution of Government of AP and M.Naga Raghu, Chief Legal Advisor, AP DGP Office for their valuable inputs. The role of S/ Sri S.Sesibhushana Rao, SP (NC) Intl., Department, Md. Riyaz, ID Assistant, Intl. Dept., Smt. G. Usha Rani, Data Entry Operator, O/o DGP, AP and Sri P.Charvaka, ' page maker' and M. Srinivas of Sri Lakshmi Prasanna Printers, Hyderabad is worth mentioning for their contribution in making the dream come true. I would like to thank the SsP / CsP and ADGPs who have contributed in providing timely in puts in updating the manual.

I am sure that the newly revised Manual will prove to be a useful ready reference book for the Police Officers, prosecutors and for other Departments affiliated to criminal Justice system.

16/7

J.V.Ramudu, IPS,
Director General of Police,
Andhra Pradesh.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Revised Andhra Pradesh Police Manual– Approved – Orders – Issued.

HOME (LEGAL.II) DEPARTMENT

G.O.MS.No. 19 Dated: 14-02-2017

Read the following :-

1. G.O.Ms.No.308, Home (Police.D) Department, dated :09.02.1960.
2. G.O.Ms.No.201, Home (Police.C) Department, dated :08.09.2001
3. From the Director General of Police, Andhra Pradesh, Hyderabad, Lr.No.2380/C3/2016, dated: 16.07.2016.

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ORDER :-

The Revised Andhra Pradesh Police Manual submitted by the Director General of Police, Andhra Pradesh, Hyderabad in four volumes i.e. Volume-I, Volume-II(A), Volume II (B) and Volume III, containing Annexures and Forms, in the letter 3rd read above, is approved subject to the following conditions:-

i. The Manual does not supersede any statutory rules, Service Rules, regulations and other orders issued by the Government from time to time and if there is any contradictions or conflict, the latter will prevail.

ii. The Manual does not vest Police officers with any powers of arrest, detention, investigation of crime etc. not specifically conferred by the Criminal Procedure Code, Indian Penal Code or other central or State laws on the subject for the time being in force.

iii. The Manual envisages only guidelines, procedures in accordance with the provisions of laws, Acts and Rules for all Police officers.

iv. No financial or other claim liability will be accepted on the authority of the Manual.

v. No posts of any category in Andhra Pradesh Police Service and Andhra Pradesh Police Sub-Ordinate Service will be sanctioned / created on the strength of this manual. The Director General of Police will submit detailed proposals for the purpose, if any required separately for approval of Government.

2. The Director General of Police, Andhra Pradesh, Hyderabad will get the Manual printed with private printers following due procedure as the Director General of Police office press does not have requisite technology and capacity as stated by the DGP. The Printed Manual shall be distributed to all the concerned up to Police Station level & with 50 spare copies for Government reference.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

A.R. ANURADHA

PRINCIPAL SECRETARY TO
GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Police – Revision and up-dation of Andhra Pradesh Police Manual (Volume – I and II Old) by the Director General and Inspector General of Police – Revised Andhra Pradesh Police Manual – Approved – Orders – Issued.

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v. No posts of any category in Andhra Pradesh Police Service and Andhra Pradesh Police Sub-Ordinate Service will be sanctioned/ created on the strength of this manual. The Director General and Inspector General of Police will submit detailed proposals for the purpose, if any required separately for approval of Government.

2. The Director General and Inspector General of Police, Andhra Pradesh, Hyderabad will get the Manual printed in sufficient number of copies in Inspector General of Police Press and distribute to all the concerned upto Police Station level with 50 spare copies for Government reference. Spare copies may also be made available for sale to public and others concerned by prescribing a reasonable and affordable price.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

BHARATH CHANDRA,

PRINCIPAL SECRETARY TO GOVERNMENT

To

The Director General and Inspector General of Police,

Andhra Pradesh, Hyderabad.

/// FORWARDED: BY ORDER ///

Sd/-

SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

BOOKS AND PUBLICATIONS – THE ANDHRA PRADESH POLICE MANUAL COMPILED BY INSPECTOR-GENERAL OF Police – APPROVED SUBJECT TO CERTAIN CONDITIONS.

(G.O Ms. No. 308, Home (Police-D) Department, dated, 9th February, 1960.)

Read the following :

From the Inspector General of Police, Letters Rc. No. 496/A/58, dated: 09-07-1959, 21-10-1959 and 18-12-1959.

* * *

ORDER:

The draft Andhra Pradesh Police Manual (Parts I and II) submitted by the Inspector General of Police, with the correspondence cited, is approved subject to the following conditions:

1. The Manual does not supersede any statutory rule, service rules or other orders issued by the Government from time to time, and if there is any conflict, the matter will prevail:
2. The Manual does not vest Police Officers with any powers of arrest, detention, investigation of crimes, etc., not specially conferred by the Cr.PC., IPC or other Central or State laws on the subject; and
3. no financial or other claim or liability can be accepted on the authority of the manual.

2. The Inspector – General of Police will arrange to get the Manual printed by the Director of Government Printing and distribute copies to all concerned, with twelve spare copies for Government reference.

(By Order and in the name of the Governor)

V.RAJESWAR RAO
Secretary To Government

To
The Inspector-General of Police, Hyderabad
/True Copy/

ABBREVATIONS

Short Form	Full Form
ACB	Anti-Corruption Bureau
ACP	Assistant Commissioner of Police
ACR	Annual Confidential Report
Addl. PP	Additional Public Prosecutor
Addl.CP	Additional Commissioner of Police
Addl.DM	Additional District Magistrate
Addl. SP	Additional Superintendent of Police
AD	Assistant Director
ADJ	Additional District Judge
ADGP	Additional Director General of Police
AG	Advocate General
AHTU	Anti Human Trafficking Unit
ALA	Assistant Legal Advisor
ANPR	Automatic Number Plate Recognition
AO	Administration Officer / Accounts Officer
AOP	Armed Out Post
APAT	Andhra Pradesh Administrative Tribunal
APEPDCL	AP Eastern Power Distribution Company (HQ Vishakhapatnam)
APP	Assistant Public Prosecutor
APPA	Andhra Pradesh Police Academy
APPM	Andhra Pradesh Police Manual
APPS	Andhra Pradesh Police Service
APPSC	Andhra Pradesh Public Service Commission
APSLSA	Andhra Pradesh State Legal Services Authority
APSP	Andhra Pradesh Special Police
APSPDCL	AP Southern Power Distribution Company (HQ Tirupathi)
ASC	Anti Sabotage Check
ASL	Advance Security Liason
ATP	Ananthapuramu
BSF	Border Security Force
BOT	Build Operate and Transfer
BP Car	Bullet Proof Car
BPR & D	Bureau of Police Research and Development
BTC	Battalion Training Centre
CAT	Central Administrative Tribunal
CJM	Chief Judicial Magistrate

CIO	Central Intelligence Officer
CL	Casual Leave
CLA	Chief Legal Advisor
CM	Chief Minister
CPRO	Chief Public Relation Officer
CS & VO	Chief Security and Vigilance Officer
CSO	Chief Security Officer
CBI	Central Bureau of Investigation
CC No.	Court Calendar Number
CCF	Chief Conservator of Forests
CCRB	City Crime Records Bureau
CCS	Central Crime Station
CCTNS	Crime Criminal Tracking Network and Services
CCTV	Close Circuit Tele Vision
CD	Case Diary
CD	Compact Disc (Computer language)
CDTS	Central Detective Training School
CHIO	Chief Immigration Officer
CI	Circle inspector of Police
CICL	Child In Conflict with Law
CID	Crime Investigation Department
CISF	Central Industrial Security Force
CMT	Commandant
CNCP	Child in Need of Care and Protection
CP	Commissioner of Police
Cr.PC.	Criminal Procedure Code,
CRDA	Capital Region Development Authority
Crl. R.P.	Criminal Revision Petition (Dealt by P.P High Court)
CRPF (COBRA)	Central Reserve Protection Force (Commando Battalion for Resolute Action)
CRPF	Central Reserve Police Force
CRZ	Coastal Regulation Zone
CSPS	Coastal Security Police Station
CTC	City Training Centre
CTR	Chittoor
CVC	Command Viewing Center
	Chief Vigilance Commissioner

CWC	Child Welfare Committee
CWO	Child Welfare Officer
CWPO	Child Welfare Police Officer
DA	Dearness Allowance
DAR	District Armed Reserve
DCP	Deputy Commissioner of Police
DCPO	District Child Protection Officer
DCPU	District Child Protection Unit
DCRB	District Crime Records Bureau
DC	Dossier Criminal
DFO	Divisional Fire Officer
DFO	Divisional Forest Officer
DFMD	Door Frame Metal Detector
DFPU	District Finger Print Unit
DGP	Director General of Police
DIG	Deputy Inspector General of Police
DIR	Domestic Incident Report (Filed under PW Domestic violence Act)
DJ	District Judge
DLSA	District Legal Service Authority
DM	District Magistrate (District Collector with magesterial powers)
DNA	De-oxyribo Nucleic Acid
DoP	Director of Prosecutions
DPS	Detective Police Station
Dy SP	Deputy Superintendent of Police
DTC	District Training Centre
DTRB	District Traffic Records Bureau
DVD	Digital Video Disc.
DVR	Digital Video Recorder
ECIR	Enforcement Crime Information Report (filed by Enforcement Directorate)
ECNR	Emigration Check Not Required
E-COPS	Electronic Computer Operations of Police Services
EG	East Godavari
EL	Earned Leave
FICN	Fake Indian Currency Note
F.I.R	First Information Report

FIU	Financial Investigation Unit (New Delhi)
F.R	Final Report (Submitted Under sec. 173 Cr.PC)
FP	Finger Print / Foot Print
FRO	Foreigners Registration Officer (SP or CP)
FRRO	Foreigners Regional Registration Officer
GP	Government Pleader
GPF	General Provident Fund
GRP	Government Railway Police
GTR	Guntur
GVMC	Greater Visakha Municipal Corporation
HHMD	Hand Held Metal Detectors
IAS	Indian Administrative Service
IB	Intelligence Bureau
IFoS	Indian Forest Service
IFS	Indian Foreign Service
IGP	Inspector General of Police
Int.	Intelligence
INTERNET	INTERconnected computer NETwork
IPS	Indian Police Service
IRBN,	Integrated Reserve Battalion
IRF	Interim Relief Fund
IT Department	Income Tax Department
J J (CPC) Act	Juvenile Justice (Care and Protection of Children) Act
JD IMM	Joint Director Immigration (New Delhi)
Jt. CP	Joint Commissioner of Police
KD	Known Depredator
KDP	Kadapa
KI	Krishna
KRNL	Kurnool
L & O	Law and Order
LOC	Look Out Circular (Issue by JD Immigration)
MACT	Motor Vehicle Accidents Claims Tribunal
MC	Medical Certificate
MC No.	Miscellaneous Case No. (of executive magistrate such as RDO/ MRO Offices)
MCR	Monthly Crime Report
MCS	Money Circulation Scheme
MEA	Ministry of External Affairs

MHA	Ministry of Home Affairs
MJp	Medical Jurisprudence
MLA	Member of Legislative Assembly
MLC	Member of Legislative Council
	Medico Legal Case
MLM	Multi - Level Marketing
MMS	Multimedia Messaging Service
MO	Modus Operandi / Medical Officer
MOEF	Ministry of Environment and Forest
MOU	Memorandum of Understanding
MP	Member of Parliament
MR	Monthly Report
MSJ	Metropolitan Sessions Judge
MTO	Motor Transport Officer
MVI	Motor Vehicle Inspector
NBW	Non Bailable Warrant
NCB	Narcotics Control Bureau
NCC	National Cadet Corps
NCRB	National Crime Record Bureau
NDPS	Narcotic Drugs and Psychotropic Substances
NDRF	National Disaster Response Force
NGO	Non Government Organisation
	Non Gazetted Officer
NHRC	National Human Rights Commission
NIA	National Investigation Agency
NLR	Nellore
NSG	National Security Guards
OCTOPUS	Organization for Counter Terrorist Operations
OE	Oral Enquiries
OFC	Optical Fiber Cable
OP	Out Post
OSD	Officer on Special Duty
PS	Police Station
PESO	Petroleum, Explosives and Safety Organization
PGOE	Protector General of Emigrants
PKM	Prakasham
PM	Prime Minister
PME	Post Mortem Examination

PMG	Police Medal for Gallantry
PO	Protection Officer (under Domestic Violence Act)
POCSO ACT	Protection of Children from Sexual Offences Act.
POE	Protector of Emigrants
PP	Public Prosecutor
PPM	President's Police Medal
PRC No.	Pre Registered Case Number
PRC	Police Research Centre
PRO	Public Relations Officer
PSO	Police Standing Order
PTC	Police Training College
PTO	Police Transport Organization
PTS	Police Training School
PT Warrant	Prisioners Transfer Warrant
R.O.	Relationship Officer
RAF	Rapid Action Force
RBI	Reserve Bank of India
RCN	Regular Criminal Number
RCN	Red Corner Notice (issued by interpol)
RC No.	Refer Cases No. (courts)
RCRB	Railway Crime Records Bureau
RI	Rigorous Imprisonment / Reserve Inspector
RJY	Rajahmundry
RPF	Railway Protection Force
S.I.T	Special Investigation Team
SAR	Special Armed Reserve
SC No	Sessions Case Number
SCT	Stipendary Cadet Training
SDM	Sub Divisional-Magistrate (Revenue Divisional Officers)
SDPO	Sub Divisional Police Officer
SEBI	Securities and Exchange Board of India
SHRC	State Human Rights Commission
SI	Sub Inspector / Simple Imprisonment
SIR	Social Investigation Report (under JJ CPC Act)
SJPU	Special Juvenile Police Unit
SKLM	Srikakulam
SLL	Special and Local Laws

SLPRB	State Level PoliceRecruitment Board
SMS	Short Message Service
SoC	Scene of Crime
SOP	Standard Operations Procedure
SP	Superintendent of Police
SPF	Special Protection Force
SPG	Special Protection Group
SRP	Superintendent of Railway Police
STR	Suspecious Transaction Report
SSA	Sarva Siksha Abhiyan
SVPNPA	Sardar Vallabhai Patel National Police Academy
SWAN	State Wide Area Network
TA	Travelling Allowance
TP & HP	Traffic Planning and High way Patrolling
TRANSCO	Transmission Company (APSEB)
TRG	Training
TTD	Tirumala Tirupathi Devasthanam
UT	Union Territory
u/s	Under Section
UPSC	Union Public Service Commission
V&E	Vigilance and Enforcement
VC	Vice Chairman / Vice-Chancellor (of an University)
VIP	Very Important Person
VR	Voluntery Retirement
VSF	Victim Support Fund
VSP	Vishakhapatnam
VVIP	Very Very Important Person
VZA	Vijayawada
VZM	Vizianagaram
WCWD	Women and Child Welfare Department
WG	West Godavari
WP	Writ Petition (dealt by Government Pleader Home - High Court
WPC	Women Protection Cell / Women Police Constable
WPMP	Writ Petition Miscellaneous Petition (filed to obtain interim orders)
WPS	Women Police Station
WWW	World Wide Web

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CHAPTER 40

District Crime Records Bureau (DCRB)

City Crime Records Bureau (CCRB)

Railway Crime Records Bureau (RCRB)

Functions of the Bureau :

745-1. The District / City / Railway Crime Records Bureau is the Criminal Intelligence and Information Agency of the District / City / Railway Police and an integral part of the crime-criminal information system of the State and the country. The City Crime Records Bureau performs the same role and functions in Commissionerate Cities. The main functions of the Bureau are :

A. Maintaining books of all Acts related to police and Chief Office, CID / SCRB, Range Office circulars subject-wise and date wise, circulates them to all concerned for compliance and maintain a stock file, reiterate them during crime meeting through SP/ CP.

B. Compilation, Collation, Maintenance, Analysis, updating / and dissemination of criminal records and crime-criminal information. The information system is secured from AP Police intranet data w.e.f. 1.1.2009 electronically and shall also include:

i. All types of crimes, active and habitual criminals who commit crime against property and whose activities extend over more than one Police Station limits.

ii. Counterfeit currency (FICN - Fake Indian Currency - Notes) offenders.

iii. White collar crimes including Multi-Level Marketing frauds.

iv. Cyber crimes, including "419" Nigerian frauds.

v. Organized crime, crime syndicates, and criminal gangs, their members, terrorist crimes and gangs.

vi. Offences against children, women and other weaker sections, scheduled tribes and scheduled castes, Human Trafficking offences.

vii. Communal offences.

viii. Environmental crimes including Bio-diversity Act violations and temple - property thefts, smuggling and Drug Trafficking offences.

C. Collect, record, collate, analyze, interpret and disseminate information about crime and criminals and the movements and activities of the district, inter-district, inter-state and international criminals using 'AP Police intranet' ensuring entry of all arrest data (I.I.F) in all PSs for updating arrest data.

D. Remain in constant touch with the incidence of crime in districts, cities, railway police and other states and also movements of criminals, criminal gangs.

E. Maintain detailed folders photos and videos in respect of each criminal gang and organised types of crimes as mentioned in sub order (A) above and uploading the data at the Bureau in AP Police Intranet under relevant M.O.

F. Maintain constant on-line communication with SCRB and make available by fastest means the information to the field officer, including at the scene of crime, besides acting as a reference point for all investigating officers and teams.

G. Maintain the Computer Centre in the district and regularly update the data pertaining to e-COPS/CCTN.

H. The Addl.Supdts. of Police (Admn), Addl.DCP(Crimes) are designated vide (G.O.Ms. No.12, Home(Services-1) Dept. dt.11-2-2016 of Govt. of A.P.) as Special Juvenile Police Unit (SJPU) Officers under Juvenile Justice (Care and Protection of Children) Act, 2015, to liaise with Child Welfare Committee (CWC) of the District /Cities in restoring found and traced Children in Need of Care and Protection (CNCP). They will also play their role under Protection of Children from Sexual Offences Act, 2012 u/s 34 and Rule 6 and liaise with DCPU (District Child Protection Unit) of the women and Child Welfare (WCD) Department and also liaise with PDs (Project Directors of ICDS) of WCD regarding payment of Victim compensation as stipulated under G.O.Ms.No. 28 of 2011 of WCD Department and liaise with DLSA GO Ms. No. 43 of 2015 (Courts-B) Department u/s 357 A Cr.PC. DSP/Inspector DCRB/RCRB should actively assist SJPU and the SHOs who are designated as Child Welfare Police Officers (CWPOs).

I. DCRB/CCRB/RCRB is the nodal agency for putting up investigation proceedings to SP/CP/SRP regarding Scheduled Caste and Scheduled Tribes (POA) Act, 2015 (Rules 1995/2016). The DCRB has to monitor the relief and rehabilitation to the victims of SC/ST (in registered cases) and District Level Vigilance Monitoring Committee meetings.

J. District Traffic Records Bureau (DTRB) is created vide Chief Office Memo in C.No. 04/DGP/ camp/2011 dt:25.06.2011, as a separate cell with in the DCRB Unit following the formation of Bureau of Road Safety and Traffic planning (BRT) by Government of India. The DGP AP ordered that the SsP / CsP should form the DTRB / CTRB (in cities) with one Inspector of Police, one SI of Police computer knowing Head Constable with computer facility exclusively to deal with matter relating to B.R.T. D.T.R.B. is mandated to send monthly returns in the prescribed proforma.

2. The Bureau is a vital link in the criminal records, Intelligence system of the State and the Country apart from being a valuable asset to the district police and Investigating Branch of the district. In order that the Bureau may serve its purpose fully and well, it is important that officers who obtain or come across information, which may be useful to others, must promptly communicate the same to the Bureau directly by quickest means, marking a copy to their immediate superiors i.e., SHO, Inspector, SDPO or SP as the case may be. In urgent cases Cell phone SMS can be sent.

3. The Inspector/ Dy.S.P in charge of the Bureau advises Investigating Officers in the investigation of cases and furnishes classified information to them and the superior officers, to enable the latter to direct investigations, control of crime, co-ordination of investigation and tracing of wanted persons and properties.

4. AP Police Intranet applications- **Method of storing and retrieval of information**: All records, files, indices, statistics reports and information should be stored in a computer system of A.P. Police Intranet choosing appropriate hardware and software. The e-COPS/ CCTN system may be stored in the manner recommended by NCRB generating the information at DPS and L&O PS levels in the Integrated Investigation Forms 1 to 7 (PSO No.609) and the terrorist details forms and any other forms prescribed from time to time. The entry of data as soon as received/ uploaded in intranet or in due course entering the data at the on line terminal provided in police stations is to be ensured. The retrieval systems have to be set out for each user who is provided a terminal. The SCRB should arrange to design an entire package and have it positioned in the DCRB, CCRB and RCRB and even in DPS from time to time. It should be ensured that the system includes a fax, printers, as well as a scanner and e-mail facility with safety and security precautions. The DCRB/ CCRB/RCRB should be provided with necessary video/digital cameras, VCR and colour TV sets. The entire system should be based on the principle of utility and access of the users i.e. the Detective PS, the L&O PS and the other Investigating Teams. All information, files and records in the Bureau should be stored in optical disks / memory back up devices of good quality.

Collection of Information and Intelligence.
Detective, L&O, Traffic and Women Police Stations

746. All Station House Officers of the above police units should furnish information to the Bureau on the subjects mentioned below. The term SHO includes all the officers of all stations mentioned above. Besides these, any other Government agency declared as a police station should furnish information of cases registered in the Districts and other subsequent information in the Integrated Investigation Forms. The IGP, CID in charge of SCRB should send instructions to the concerned officers and departments along with the forms and codes to enable them to send the data in the prescribed format.

1. **Crime Card and Crime Details Form No. 2** - All offences against property and financial crimes should prima facie be considered professional and in all these cases, the Station House Officer should, as soon as he registers a case, send a Crime Card in Form 108 and Crime Details in Form 76 direct to the Bureau. In all other cases also information in the Crime Details Form 76 should be sent. The information in all the columns in the Crime Card and Crime Details Form should be filled up completely and accurately by the SHO. Special attention should be paid to the major, minor, methods and crime detail and modus operandi classifications in property as well as other offences.

2. Where no classification is given, words indicative of the method employed in the commission of crime should be entered, for example, if an organized gang (Mafia type) cause a murder in a land deal, the words "Land deals - contract killing - fire arms - revolver - residence - three persons posing as visitors - speaking Telugu - 25 years age - will indicate the method employed in the classification titled "Organized Crime". On receipt of this crime card or crime details form action as indicated in Order 762-2 should be taken by the Bureau.

3. **Action to be taken soon after first investigation :** The investigating officer, after visiting the scene of offence and making preliminary enquiries, may come to know certain additional facts and details relating to the crime and the criminal. These additional particulars, should be reported again in crime details form and despatched by fax or e-mail from the scene direct to the Bureau. On receipt of this form also, action as indicated in Order 762-2 should be taken by the Bureau. Further details emerging from time to time should likewise, be sent quickly.

4. **Weekly Station Crime Report :** The SHO of the L&O, detective and other police stations should send a Weekly Station Crime Report in Form 128 to the Bureau for the week also by fax or e-mail or by other fast means ending every Saturday so as to reach the Bureau same or next

day at the latest. This report should include not only cases reported during the week but also cases of previous weeks in which offenders have come to be known or reasonably suspected to have been involved during the week. Any arrests made in cases should also be mentioned. The Inspector of detective police station should send the weekly consolidated report covered by the DPS, indicating the information for the whole area including Women and Traffic PS. The cases registered by DPS should indicate the L&O Police Stations where they have occurred.

5. **Report of release of prisoners from jail :** A report in Form 129 containing particulars of history sheeted persons who, whether residing in the station limits or concerned in the station cases, were released from jail during the week and the previous three weeks or likely to be released during the ensuing four weeks. This should be attached to the weekly Station Crime Report for the last week of the month.

6. **Report of lost, recovered / traced motor vehicles :** The DSP/ Inspector should constantly peruse AP Police intranet to locate lost, recovered, traced motor vehicles and pass on information to the concerned unit officers regarding location of the units where recovered vehicles are kept.

Form.129 **See Order No.746.5 and 751**

PROBABLE DATES OF RELEASE OF ALL HISTORY SHEETED PERSONS INCLUDING DOSSIER CRIMINALS

Name of Station :

Sl. No.	Name and father's name with aliases, Cell phone no, Aadhar card no. village, station and circle.	Station. Crime No./CC/SC No. and section in which convicted.	Modus Operandi details.Mention whether M.O. data is uploaded in Intranet	Sphere of operation.	H.S. No. and Dossier no., if a Dossier Criminal.	Probable date of release (allowing for remission).	Actual date of release	R E M A R K S.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

6. Report of arrest of strangers under suspicious circumstances: In respect of all strangers and also history sheeted persons arrested in specific cases or under suspicious circumstances, the SHO and Investigating Unit should send an arrest report to the Bureau in Form 130 and 62. These reports should be sent to the Bureau as and when an arrest is made and should contain full information about each individual. On receipt of these reports, the Bureau will examine them and take further action if such arrested persons are wanted in any other case or anywhere else on the basis of information received by the Bureau.

FORM - 130 **See Order No.746-6**

REPORT OF THE ARREST OF A STRANGER OR A HISTORY SHEETED PERSON UNDER SUSPICIOUS CIRCUMSTANCES OR IN A SPECIFIC CRIME

Name and father's name with aliases, Cell Phone no, Aadhar Card -Voter I.D.Card No. as elicited from the arrested person Crime No. and Section of law and date of arrest.	Occupation as given by the arrested person	Names, Cell Phone Nos. and addresses of closely related persons as given by the arrested persons. (Verify 3rd Eye of Intranet for correctness of phone Nos.)	Names -Phone Nos. and addresses of respectable persons as given by the arrested person	Previous convictions, if any, as given by the arrested person. Check up CC Nos., Cr.No.,PS.	Age, height and other descriptive particulars. (Check up school date of birth/village record)	Any other useful information to establish his identity.	Nature and value of each item of property seized with full descriptive particulars. -Mention whether property returned to owner u/s 451 Cr.PC	Account of his movement as given by him. Mention whether, cross checked.	The result of interrogation in regard to his complicity in any crime.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

7. Conviction Report: As soon as an accused in a crime against property is convicted, the SHO should send a Conviction Memorandum in Form 131 and 75 to the DCRB. Instructions regarding the persons whose finger prints are to be taken for record and procedure regarding the sending of finger print slips to be sent for record in FPB by SHO are contained in the chapter on "Finger Prints".

FORM - 131 **See OrderNo.746-7 and 765-6 -**

CONVICTION - MEMORANDUM

(To be retained in station)	(To be dispatched to the Finger Print Bureau through the Superintendent of Police / DCP /SRP)
1. Name:	1. Name
2. Father's name: Cell Phone No. : Aadhar Card No.:	2. Father's Name, Cell Phone No. : Aadhar Card No.:
3. Crime No.& Section of Law:with CC / SC No.	3. Caste
4. Date of Despatch of hard copy. If sent by intranet date and time	4. Age
Station House Officer's name, rank and phone No. :	5. Residence : Village : _____ Police Station : _____ District : _____ 6. Present Conviction Station : _____ Cr. No. : _____ Section : _____ CC No., / SC No. with name of Court & Date : 7. Previous Convictions. CC No./ SC No. & Cr. No. with PSs details General Description : _____ Age, Height : _____ Peculiarity of Speech _____ Gait, any Malformation _____ Loss of -any Limb, Eye or Tooth _____ Finger print serial Number : Convict No. given in prison with name of prison. Permanent and conspicuous marks and scars : 1. Whether likely to commit crime outside station limits..(say Yes or No.) 2. Whether to be shadowed on release .....(say Yes or No.) Station House Officer Order of Superintendent of Police Retain / Destroy

(To be retained in station)	(To be dispatched to the Finger Print Bureau through the Superintendent of Police / DCP /SRP)
	Finger Prints.....P.R./S. The person's convict No.....is.....of Jail Finger Prints taken on ..... at..... ..... Signature of Finger Print Officer at Jail The Finger Print slip sent with this memorandum has been assigned Finger Print Bureau Serial No..... Director, Finger Print Bureau

8. Reports on the activities and conduct of all criminals whose dossiers are maintained in the Bureau: The SHO of L&O/ Crime PS should send a report in Form 132 for every month on the activities and conduct of all dossier criminals, so as to reach the Bureau not later than the fifth of the first month of the following quarter. When a dossier criminal has also been registered in another district, a copy of the quarterly report on him should be sent direct to the Bureau of that district / Commissionerates as well. The SHO, should, in addition, report all the movements of dossier criminals outside the station limits forthwith to the Bureau, besides incorporating the information in the Quarterly Current Activity Report. In the case of a criminal, concerning whom it is desirable to obtain more frequent reports, the Superintendent of Police, will issue necessary special instructions. The information furnished in the report will be embodied by the Bureau in the dossier of the criminal maintained in the Bureau.

FORM - 132 **See Order No.746-8**

REPORT ON THE CURRENT DOINGS OF DOSSIER CRIMINALS

Station……. For the quarter ending……

S.No.	D.C.No.	Name with Aliases	Details of Current doings (Note whether present throughout the quarter or absent at any period, whether suspected or arrested in any case, whether sent for Jail and, if so, conviction particulars. Whether absent and, if so, from what date and whether released from jail with date. A BC's absence other than for going out of View, if unaccounted for, should be reported). Mention Cell phone numbers used during the period, Aadhar Card number, Voter ID Card number.
1	2	3	4

Records of the Bureau :

747. The following records, indices and files (computer) shall be maintained by the Bureau using appropriate computer programme. Till such time the files are completely computerized and stored on optical disks, the maintenance should be continued manually. Bureau shall ensure uploading of all arrests made by SHO to create M.O. wise data base.

1. Dossiers for criminals (Opened as per Sec 149 CrPC)
2. Register containing the list of dossier criminals
3. Register of out of view history sheeted persons of all Police Stations arranged according to modus operandi (Methods)
4. Register showing the probable dates of release of dossier criminals as well as all other history-sheeted persons
5. Indices
6. General subject files including emerging patterns and phenomenon
7. Criminal organisational files

8. Photographs and video graphs of criminals and absconding warrantees and suspects
9. History of crime
10. Register of suicides
11. Crime graphics, charts, graphs, statistics for each important class of crime
12. Advisory and crime alert communication register
13. References from investigating officers
14. Details of calls for assistance of the expert staff attached to CCS of the District Investigation Branch with the results achieved
15. Register of visits by SHOs and other officers to the Bureau
16. Weekly Crime and Occurrence Sheets
17. Monthly Crime Reviews
18. Specific crime analysis report and leads given
19. Criminal Intelligence Gazettes
20. Organized crime files (each type)
21. Files on Financial crimes
22. File on criminals and habitual offenders in crimes against women, including trafficking in women and children, and the agents
23. Photographs and descriptive particulars of crimes, criminals, smugglers relating to cultural property including temple properties of antique value
24. Files of criminal offenders against environmental crimes and crimes against flora and fauna
25. Automobile information system
26. Information on property stolen and recovered
27. Terrorist crimes and criminal information system files
28. Arms, ammunition and explosives
29. Interpol and Inter-state enquiries
30. Extradition file - Red Corner notices and other notices

Dossiers for Criminals

748-1A. The Bureau should maintain dossiers for all criminals for whom History Sheets are opened (PSO 596 to 600) and who operate in more than one circle limits. Those who reside in one PS and operate in another will come within the purview of this Order. Those criminals who belong to the category of organised crime gangs, terrorists, financial offenders, rowdies and those whose activities relate to forest and excise offences, arms and explosives manufacturers and those who deal in illicit arms or have come to notice for perpetration or communal and caste based offences or offences against scheduled castes or tribes, should be treated as dossier criminals if they have a history sheet maintained in the police station. These criminals will be known as dossier criminals and will be given a DC (dossier criminal) number. The dossier should be maintained in Form 79 A,B,C. An inter-district criminal on record in a Bureau must also be on record in the Bureau of each of the districts/states in which he has committed crime or has resided for more than three months irrespective of whether he has committed crime in that district or not, and will be given a DC number in each of those districts, DC numbers of other districts being entered for reference on the docket sheet. Similar action should be taken for inter-state criminals. The number assigned to the DC of one district in another district outside the State should be obtained and noted on the docket.

B. The DC sheets can also be opened against accused involved in white collar offences, i.e cheating by impersonation, cheating in real estate, cheating of Banks, fraudulent money circulation schemes, if the area of operations is more than a district.

2. The following are the instructions regarding the opening, maintenance and closure of a dossier in the Bureau:

A. A dossier need not necessarily be maintained for the life-time of a criminal but may be closed under the orders of the SP if the criminal (i) is too old (70 Yrs) to commit or organise crime, or (ii) is unable, from any disability or other reason, to commit or organise crime, or (iii) has shown beyond doubt that he has reformed himself and abandoned his criminal life. The dossier of a criminal who is out of view may be closed after he attains seventy years of age after cross-checking AP police intranet data. A criminal whose dossier has been so closed should be indicated by a yellow colour signal on all the indices where his name or alias appears, to indicate that he is inactive

and that his dossier has been closed. Dossiers of persons who have died shall be destroyed under the orders of the SP. Before the dossier of a criminal, who is also on record in another district, is closed or destroyed, the Superintendent of Police of the later district should be consulted.

B. A history sheet with Aadhar card numberwill be maintained for every dossier criminal in the station in the jurisdiction of which he resides for at least such time as a dossier is retained for him in the Bureau. DSP / Inspector of the Bureau should go through AP Police Intranet and update the cross- reference data of the DC from other Police stations of the state.

C. In case on-line comparison is not possible, the Bureau should draw up a programme at the close of every year fixing months in the succeeding year for comparing the dossiers maintained in the Bureau with the history sheets in the stations. It should be ensured that the comparison is made and all entries are updated. For the purpose of this comparison, the SHO will bring the history sheets maintained by him to the Bureau during the month fixed for him. But before this he shall visit the village of criminal, interview him and personally verify all the entries in the history sheet, special attention being paid to his descriptive particulars, habits, occupation, relations and associates. Where on-line comparison is possible it should be done every quarter fixing a time on each day for each police station. The SDPO during his half yearly inspection, and the SP during his annual inspection, should also interview the dossier criminals residing in the station limits and check up the entries in their history sheets. If they detect any mistake in the entries in any sheet, they should report it promptly to the Bureau, besides correcting it in the history sheet and mentioning it in their inspection notes.

D. In the case of criminals who are on record in two or more Bureau, the dossiers maintained in one Bureau should be compared at least once a year with those maintained in all the others. AP Police intranet data should be cross-checked.

E. A sheet should be attached at the end of each dossier or history sheet, showing the dates of comparison ordered in (C) and (D) above, and the signatures and designation of the officers who compared them.

F. To ensure that the dossiers in the DCRB/CCRB are correctly maintained, each dossier should be scrutinised by the Addl. SP/

Superintendent of Police or DCP crimes in charge of CCRB once a year. For this purpose (a) a few dossiers shall be put up to the SP/ DCP every weekend with notebook, noting therein the numbers of the dossiers put up and (b) a few dossiers will similarly be put up to the Sub-divisional Officer, Investigation in charge of DCRB in District Head Quarters. The Superintendent of Police and the DSP in charge of DCRB or ACP in respect of CCRB will scrutinize the dossiers, ensure that they are correctly maintained and record their remarks, if any, in the note-book, in respect of the dossier to which the remarks relate. All the dossiers should be scrutinised by both the SP and the DSP concerned during a year. The same officers with the help of their own terminals should continue the inspection even in a computerised system with greater frequency wherever there is access for scrutiny. They should, after viewing the matter and entering the data, which they wish to, should also enter the fact with date and time. When the print out is taken, the sheet with the corrections should be signed.

G. The SHO in consultation with Inspector shall select criminals who have to be registered as dossier criminals and intimate to the Bureau forthwith. The Bureau will obtain the orders of the Superintendent of Police as to whether a dossier should be opened for the criminal proposed by the SHO through the Inspector for registration. The Sub-Divisional Police Officer / ACP also should, during their station/ Unit visits and inspections, see whether any addition to, or deletion from, the list of dossier criminals is necessary and submit proposals to the Superintendent of Police. The Bureau, too, will watch for criminals who operate in more than one Sub-Division or in a Sub-Division other than the one in which they reside and take up *suo motu* the question of registering them as dossier criminals. No dossier will, however, be maintained in the Bureau for a casual criminal who has committed a petty crime in a Sub-Division other than the one in which he resides, unless those petty offences form part of series of others and if there is material warranting initiation of security proceedings for good behaviour.

Register of dossier criminals

749. This register should be maintained in Form 133. It is intended to ensure that numbers assigned to dossier criminals do not overlap. When a dossier is closed, the date of the order should be noted in the remarks column and the

serial number should be rounded off. The whole entry relating to a dossier criminal should be scored out only when the dossier is destroyed, the date of destruction being noted in the remarks column.

FORM - 133 **See Order No.749**

REGISTER SHOWING THE DOSSIER CRIMINALS OF THE BUREAU / K.Ds AND SUSPECTS IN THE POLICE STATION OF ……. DISTRICT.

Sl.No.	Name, cell phone number and father's name, aliases and cell Ph. No.	Aadhar Card No. Voter ID Card No., Ration Card number	Village, Police Station and Circle, (If outside the dist., give name	Date of opening the dossier with reference number	Remarks
1	2	3	4	5	6

Modus Operandi Register of history sheeted "out of view" criminals

750. A register in Form 134 will be opened in the Bureau for each modus operandi classification noted in Order 752-2 below, for history-sheeted criminals of police station who are out of view. These registers will be written on the basis of the particulars furnished by the SHO in OV cards as and when they are received. If an 'out of view' history-sheeted person is known to have employed more than one modus operandi, his name should be entered in all those modus operandi. For example, if a criminal scales over a wall, breaks open the lock of a door and steals a watch, his name should be entered in the registers maintained for all the three modus operandi classifications, viz.,

1. (a) "Scaling wall or roof" (b) "Lock I, Breaking lock or fastening, and (c) "Watches, clocks and time pieces".

2. If a history-sheeted person who has been out of view is traced or arrested, the entry or entries relating to him should be scored out from the relevant registers and the date of tracing or arrest should be noted in the remarks column.

3. These registers are maintained for pointing out to the investigating officers the possibility of an "out of view" criminal of a particular modus operandi being responsible for the crime under investigation.

FORM – 134 **See Order No.750**

PARTICULARS OF HISTORY-SHEETED PERSONS WHO HAVE BEEN OUT OF VIEW BUT NOT WANTED IN ANY CASE

Name of Station :

Name, cell phone number and father's name, cell Ph. No. and aliases and history sheet No.	Date from which absent (out of view)	Age, height, and physical or other peculiarities helpful for identification. Aadhar Card No. Voter ID Card No., Ration Card number	Modus Operandi details. (Give nature of the building, the kind of property he is addicted to steal and other details).	Names, cell phone Nos and Places of relatives, associates and other places likely to visit.	Sphere of operation	Mention whether the photo is updated in AP Police Intranet. Any other useful information like FPB No. arrest in another District / State. to establish his identity.	Remarks :
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Register of dates of release of history-sheeted and dossier criminals

751.1. The Bureau will maintain a register in Form 129 showing the probable dates of release from jail of all history-sheeted persons, including dossier criminals. This register must be prepared with the help of the jail release lists furnished by the jail authorities and checked with the reports submitted by the SHOs. Such information as the MO details and sphere of operation, which will not be found in the jail release lists, can be obtained from the monthly reports submitted by the SHOs. A page or more in the register should be set apart for each month.

2. The Bureau will publish in the last weekly Crime and Occurrence Sheet of each month full details of all persons who are likely to be released in the succeeding month. It will also study the relations between the incidence of crime and the release of a criminal with reference to modus operandi and place of occurrence.

3. It will send SMSs to all SHOs regarding release of dangerous offender, occurance of heinous crimes.

Indices for dossier criminals

752-1. Name Index (Alphabetical Index): The cards for the name index will be maintained in three colours, white for criminals of the district, blue for criminals of border districts operating in the district, and pink for criminals from farther. The cards will be arranged in strict alphabetical order, like the words in a dictionary, irrespective of their colours. If a new card is opened, it should be inserted in the correct place. Inter-district criminals will be given appropriate coloured cards from the point of view of each district, e.g., a criminal of Krishna district who also operates in Khammam district will have a white card in Krishna district and a blue one in Khammam, but the white card maintained in Krishna district will be given a green signal to indicate that the criminal is also registered in another district. In the cards the name or alias of the criminal, followed by his father's name indicated by the prefix "s/o" should be typed. The card provides for the entry of various details for easy reference. A card should be opened for each alias that a criminal is known to assume. The pro forma for this card is shown in Form 135. This index provides a ready reference to all the dossier criminals and gives important facts about each criminal, but for further details, the dossier of the criminal must invariably be referred to.

FORM - 135 **See Order No.752-1**

NAME INDEX OF DOSSIER CRIMINALS

D.C. No. of the District	D.C. Nos. of other districts	Permanent / Temporary Residential address with phone No.	Modus Operandi (Give all M.Os.) any specialty in M.O. should be noted in detail.
(1)	(2)	(3)	(4)

2. ***Modus Operandi* Index** *:* The cards for this index will be arranged in alphabetical order of the different modus operandi and other characteristics in drawers assigned to the main heads of crime. The index heads will be the catchwords given in the crime classification list prescribed in Order 588 of Chapter 33. The Inspector / DSP shall cross-check AP Police Intranet data base and take action to open new cards. This is in addition to e-COPS updation.

3. The list is only illustrative and not exhaustive. The classification methods in the National Crime Code Book should be followed to the extent applicable. If the list above contains any item not covered in the national codebook, the

entry in this list should be utilised to make the necessary entries in the records. However, if the wording is similar or it has similar meaning, the NCP words may be used.

4.A. Some of the items above may not even apply to all districts/commissionarates in the state and some districts may need a few additional items. Any addition to the list should be made with the approval of the Zonal Inspector-General/ DIGP and after intimation to the IGP, CID in charge of SCRB. SHOs should note the appropriate classification in the various reports sent by them to the Bureau. The DC number of the district in which the criminal resides, the DC numbers, if any, assigned to him in other districts, his name with aliases, his place of residence with the name of the Police Station, the name or names of police station limits and districts where the criminal has operated, and full Modus operandi details shall be noted in columns 1 to 6 respectively in the body of the card. The type of crime will be entered below the bottom line of the card. The names of the criminals addicted to the particular type should be entered on both sides of the card, three to four names on each side, additional sheets of paper being attached, if necessary. The card will be in Form 136.

4.B. When a criminal commits a crime, which falls within more than one head, for example entry into a school by lock breaking and the theft of a watch from it, his name should be entered in the title "Lock I". "Schools from" and "Watches, clocks and time-pieces", and the full modus operandi details entered in column 6 of the card. Column 6 is of special significance because in locating a criminal, apparently minor details of the modus operandi are more important than the broad classifications outlined above. Hence, all details and particulars regarding the method of entry, nature of the building attacked, nature of weapons employed, kind of property stolen, form of violence used and all criminal characteristics such as eating food at the scene of crime, using detonators or crackers and using boulders to break open the door should be noted in detail in the column 6. A sample entry is given in Form 139. When a crime of any particular modus operandi is reported, the criminals, whose names and other particulars are found on the card bearing the index head of that particular modus operandi will be examined besides other indices and records in order to point out to the investigating officer as to who among them are likely to have committed the offence. In doing this, details of *modus operandi*, and not merely its broad classification, should receive attention.

FORM - 136 **See Order No.752-4**

MODUS OPERANDI INDEX (A Sample entry)

D.C. Number of the district	D.C. Nos. of the other district	Name with aliases	Village, Station, Circle, (Give name of district, if outsides the district.	Sphere of operation	Full M.O. details and criminal characteristics.
D.C.22 East Godavari	D.C.39. West Godavari, Krishna District	Razack. Abdul Alias Master.	Gudiwada PS Krishna District.	1. Amalapuram Police Station Peddapuram Circle. 2. Patancheru Police Station Medak Dist. 3. Shadnagar, Mahaboob Nagar Dist.	House; rich house breaking open front door with axes; armed with axes, sticks and knives; forcibly snatching jewels from women folk; beating regards sticks, returning thalis to women folk; exploding detonators to scare away villagers. Speaking Urdu, dressed in Khaki shorts and no shirts or banians.

Modus Operandi (write the Crime classification) Sample entry : Lock I breaking lock or fastening.

5. Index of physical peculiarities and criminal characteristics: Index cards, which should be in Form 137, will be maintained for such physical peculiarities, identification marks, and criminal characteristics of dossier criminals as can readily and usefully be classified. The class of physical peculiarity and criminal characteristic will be typed below the bottom line of the card (in the same way as for modus operandi index cards) and the dossier numbers and names of criminals and the details of peculiarities or characteristics noted on the card. If a criminal has more than one physical peculiarity or criminal characteristic, then his name should find a place under all those heads. For example, if a criminal has his ears low set, a scar on his left arm and conspicuously high forehead, is bow legged, and is in the habit of consuming food at the scene of crime, his name should find a place in the cards "Ears — low set", "Arm — left — marks, moles, scars, etc." "Forehead — conspicuously high". "Legs — bow-legged". "Consumed food at scene" and "Scars".

FORM - 137 **See Order No.752-5.**

INDEX OF PHYSICAL PECULIARITIES AND CRIMINAL CHARACTERISTICS

D.C. No. of the district	D.C. Nos. of the other district	Full Name with aliases Father's name with phone No.	Village, station,Circle (Give name of district, if outside the district).	Particulars of physical peculiarities of criminal characteris-tics.	Sphere of Operation.
(1)	(2)	(3)	(4)	(5)	(6)

Physical peculiarity or criminal characteristics

(Note the main head as given) Sample entry: Chin-doubled.

6. The national crime codebook gives certain physical features under major and minor classifications from page 143 onwards. A typical list of physical peculiarities and criminal characteristics is however given below. The list given in the national code book and the one given below should be used. Only items, which are not available in the list given below but are found in the national crime codebook, may be used. Any addition to this should only be made with the approval of the Zonal Inspector-General/DIGP and after intimation to the IGP, CID in-charge of SCRB.

Abdomen - marks, moles, scars, etc.
Abdomen - pot-bellied
Arm - left - deformed, missing in full or part
Arm - right - deformed, missing in full or part
Arm - right - marks, moles, scars, etc.
Arm - left - marks, moles, scars, etc.
Back - marks, moles, scars, etc.
Back - hunch
Beard - Note in column whether goat, imperial, pointed or rounded, trimmed, or untrimmed
Birthmarks
Blind
Cripple
Chest - marks, moles, scars, etc.
Chest - pigeon
Chin - markedly long
Chin - markedly short
Chin - pronouncedly square
Chin - pronouncedly pointed
Chin- dimpled
Chin - doubled

Consumed food at scene
Crackers or detonators used
Deaf
Diverting attention
Dog silenced
Doors of neighbouring houses fastened or chained
Dumb
Ears - high set
Ears - low set
Ears - markedly large
Ears - markedly small
Ears - lobes or helices pierced
Ears - too close to the head
Ears - markedly protruding from the head
Ear - left - deformed or missing
Ear - right - deformed or missing
Easing at the scene of offence
Eunuch
Eyes - conspicuously large
Eyes - conspicuously small
Eyes - markedly wide set
Eyes - markedly close set
Eyes - protruding
Eyes - sunken
Eyes - blinking
Eyes - squint
Eyes - artificial right
Eyes - artificial left
Eyes - right - missing or blind
Eyes - left - missing or blind
Eyes - wearing glasses
Eyes - Iris black
Eyes - Iris blue
Eyes - Iris grey
Eyes - Iris brown
Eyes - Iris maroon
Eyes - Iris yellow
Eyebrows - note any special peculiarities such as conspicuously arched, straight or oblique, long or short, nearly united or distended, thin, thick or pencilled, black, grey or red
Face - prominent cheek boxes
Face - smiling
Face - flabby cheeks
Face - scowling

Face - wrinkled
Face - marks, moles, scars, etc. (such as pox marks, birth marks, and any marked growth)
Foot - right - marks, scars, moles, etc.
Foot - left - marks, scars, moles, etc.
Foot - right - splay-footed
Foot - left - splay-footed
Foot - right - pigeon-toed
Foot - left - pigeon-toed
Foot - right - toes missing or extra, deformed, peculiarity of nails
Foot - left - toes missing or extra, deformed peculiarity of nails
Foot - right - missing or deformed
Foot - left - missing or deformed
Foot - right - exceptionally large
Foot - left - exceptionally large
Foot - right - exceptionally small
Foot - left - exceptionally small
Forehead - conspicuously high
Forehead - conspicuously low
Forehead - pronouncedly receding
Forehead - pronouncedly bulging
Forehead - pronouncedly narrow (as measured from temple to temple)
Forehead - pronouncedly broad (as measured from temple to temple)
Forehead - deep horizontal wrinkles
Forehead - marks, scars, moles, etc.
Hair - bald or partly bald
Hair - grey
Hair - curly
Hair - dyed (note colour also)
Hand - right - marks, scars, moles, etc.
Hand - left - marks, scars, moles, etc.
Hand - right - fingers missing or extra, deformed, peculiarity of nails
Hand - left - fingers missing or extra, deformed peculiarity of nails
Hand - right - exceptionally large (elephantiasis)
Hand - left - exceptionally large (elephantiasis)
Hand - right - exceptionally small
Hand - left - exceptionally small
Hand - right - missing or deformed
Hand - left - missing or deformed
Head - pronouncedly big
Head - pronouncedly small
Head - egg-shaped
Head - bent forward
Head - inclined backwards

Head - turned sideways to the right
Head - turned sideways to the left
Head - marks, scars, moles, etc.
Holding cloth as screen in front of shop
Legs - bow-legged
Legs - knock-kneed
Legs - right - lame or limping
Legs - left - lame or limping
Legs - right - Elephantiasis
Legs - left - Elephantiasis
Legs - right - marks, scars, moles, etc., and deformities
Legs - left - marks, scars, moles, etc., and deformities
Legs - varicose veins
Leprosy
Lips - harelip
Lips - markedly thick
Lips - markedly thin
Lips - protruding
Lips - upper lip markedly long (as measured from the base of the nose to the line of the mouth)
Lips - upper lip markedly short (as measured from the base of the nose to the line of the mouth)
Lips - upper lip overhanging
Lips - sponting
Lips - marks, scars, moles, etc.
Mask worn
Moles
Mouth - pronouncedly large
Mouth - distorts when talking or laughing
Moustache - Note in column 5 the colour, whether stubby, long, with pointed or curly ends
Neck - Pronouncedly thick
Neck - pronouncedly thin
Neck - Adam's apple prominent
Neck - marks, scars, moles, etc.
Nicotine fingers
Nose - prominently long
Nose - prominently short
Nose - pronouncedly projecting
Note - pronouncedly flat
Nose - pug
Nose - deviating towards left
Nose - deviating towards right
Nose - markedly dilated nostrils

Nose - line of nose prominently concave
Nose - line of nose prominently convex
Nose - nose base pronouncedly turned up
Nose - marks, scars, moles, etc.
Occupation marks
Pimples
Pox marks
Rites - religious or superstitious - performed at scene
Scars
Shoulders - oblique
Shoulders - left dropping
Shoulders - right dropping
Shouting certain special words (the exact words should be entered in Col.5)
Stick kept outside the door
Stones collected for use in case of attack
Stoops
Swallowing stolen property
Talking - looking down
Talking - looking obliquely to right
Talking - looking obliquely to left
Tattoo marks
Teeth irregular
Teeth - missing
Teeth - artificial
Teeth - discoloured
Uniform - military or police - worn
Vehicle used to or from scene (the exact nature of vehicle used, i.e., car, tonga, jutka, rickshaw, cycle, etc. should mention in column 5)
Visiting scenes in advance as beggars, fortune tellers, folk songsters, jugglers, or in any other capacity
Voice - stammering
Voice - pronouncedly feminine in the case of males, or pronouncedly masculine in the case of females
Walking - unusually long strides
Walking - unusually short strides
Walking - unusually quick strides
Walking - unusually slow strides
Warts

Note:

i. Full details of the physical peculiarity or criminal characteristic should be noted in column 5 of the card.

ii. If a person has a mole on the back, he should be indexed under item "Back — marks, scars, moles, etc." and also under item "moles",

the details of the moles, e.g., size, colour, exact location, being given in column 5 of the card. The same thing applies to other marks also.

iii. Only pronounced physical peculiarities should be noted, a slight departure either way from the normal appearance may be ignored. If the perpetrator of a crime, whose identity has not been established, is known to possess a given physical peculiarity or criminal characteristic, the card bearing the index head of that physical peculiarity or criminal characteristic, will show the criminals having that peculiarity or characteristic.

7. **Untraced property index:** All identifiable property lost in cases whether numbered or un-numbered published in the Weekly Crime and Occurrence Sheet which has not been recovered at the time of its publication will be indexed. The information in respect of properties seized under suspicious circumstances received by the Bureau either from Station House Officers, Investigating Units or through Crime and Occurrence Sheets of neighbouring districts should be carefully checked with the properties indexed in the Bureau to see whether they are concerned in any crime of the district. If any of the properties seized is identical with that lost in a case, the fact should be immediately intimated to the Station House Officer, in whose case the property was reported lost and the Station House Officer who recovered the property under suspicious circumstances. If any item of property indexed is recovered, the entry relating to it should be scored out from the index and the date of tracing it noted. A list of identifiable properties to be indexed is given under the item "type of property" of the National Crime Code Book. Another list of identifiable properties to be indexed is also given hereunder. The list given in the national crime codebook should be followed after adding the items if any missing in that codebook from the list given below. Any addition to this list should be made with the approval of the Zonal Inspector-General/DIGP and after intimation to the Inspector-General, in charge of SCRB in Crime Investigation Department. The pro forma of the index will be in Form 138.

1. Addigalu
2. Agricultural implements
3. Andelu
4. Anklet (Thodas, etc.)
5. Bangles - Gold
6. Bangles - Silver
7. Batteries
8. Bessaries
9. Billa - Jada
10. Books

11. Boxes (other than trunks and suit cases)
12. Buffalloes
13. Bulaki
14. Bulls
15. Buttons - Gold
16. Buttons - Silver
17. Cameras
18. Cars
19. Carts
20. Chains - Gold
21. Chains - Silver
22. Champasaralu - Gold
23. Clothes (other than sarees)
24. Cows and calves
25. Currency notes (if number available or if they contain any signature or initials for identification) Cycles
26. Cycle rickshaws
27. Dogs
28. Dynamo belts
29. Dynamos
30. Ear-rings - Gold
31. Ear-rings - Silver
32. Electric bulbs
33. Electric goods other than bulbs and meters
34. Electric meters
35. Fire - arms
36. Fountain pens
37. Fowls
38. Furniture
39. Goats or sheep
40. Gramophones
41. Harmoniums
42. Idols
43. Iron safe or cash chest
44. Jadakutchulu - Gold
45. Kantinigundulu - Gold
46. Kasikayaladanda - Gold
47. Kasuladanda - Gold
48. Lantern - Hurricane
49. Lights - petromax
50. Lolakulu - Gold
51. Machines and Engines
52. Mattelu - Gold
53. Medals - Gold

54. Medals - Silver
55. Mattelu - Silver (Toe rings)
56. Miscellaneous - unclassified
57. Money purse
58. Nagaram - Gold
59. Nanu - Gold
60. Nose-screws - Gold
61. Photographs
62. Plates - brass
63. Plates - bronze - eating
64. Plates - other metals
65. Plates - Silver - eating
66. Plates - silver - other uses
67. Precious stones
68. Promissory notes
69. Radios
70. Rings - Gold
71. Rings - Silver
72. Saddle - Cycle
73. Saddle - Horse
74. Saddle - Motor Cycle
75. Sarees
76. Soda Machine
77. Spectacles
78. Suit cases
79. Tallaman
80. Toys
81. Trunks
82. Tumblers - Brass and other metals
83. Tumblers - Gold
84. Tumblers - Silver
85. Typewriters
86. Tyres - Cycle
87. Tyres - Motor
88. Tyres - Motor Cycle
89. Vessel
90. Waist belts (Kamarpatti) - Gold
91. Waist belts (Kamarpatti) - Silver
92. Watches, clocks and time pieces
93. Water Meters
94. Wires

FORM – 138 **See Order No.752-7.**

UNTRACED IDENTIFIABLE PROPERTY INDEX

Station, Crime No., Section of Law	Reference to the crime and occurrence sheet	Full description of the property	Value
(1)	(2)	(3)	(4)

Untraced identifiable property (note the heading). Sample entry : Ear-rings – Gold.

8. **Signals:** Slip-on signals indicating the particulars noted below will be attached to the bottom of name index cards and to the sides of modus operandi and physical peculiarity index cards:

Blue - in full
Red - Out of view
Two Reds - Out of view and wanted.
Yellow - Inactive
Green - Operates outside the district

9. For all these indices to be maintained in a computerised system appropriate colours and signals as indicated above should be given to distinguish each category and the special nature of the card. The format of each index may be modified only to the extent necessary while preparing the software programme for the maintenance of these records.

General Subject Files

753. Information of permanent value about important classes of crime and criminals will be maintained in General Subjects Files or folios. Materials for these files will be secured from Weekly Crime and Occurrence Sheets, case diaries, special reports and other sources of information. The subjects for which such files should be opened are criminal organisations, organised crime syndicates, subject-wise rowdy gangs, habitual offender groups, counterfeit coins and currency notes, bombs and other explosives, supplying of arms, drugging or professional poisoning, financial frauds, caste and communal groups with militant designs and special classes of crime. The actual number of such files will depend on the conditions existing in each district. The files should cover all subjects of importance affecting the criminal history of the district and should be carefully maintained and kept up-to-date. As the title indicates the files have to be maintained for each subject that has criminal element.

Photographs

754-1. All dossier criminals and habitual offenders will be photographed and videographed once in five years. Inspector / Dy. Superintendent of Police of the Bureau shall cross check updated data entry in AP Police intranet. The requirements are (1) the full face including the head and shoulders; (2) the full length and (3) One profile, the one that has any particular mark or character, e.g., a scar. The full-length photograph should be half plate size and the remaining quarter plate. The full-length photograph should be taken of the individual in the dress that he ordinarily wears when out of jail. Any marked peculiarity, which makes identification easy, should be brought out in one or more of the positions detailed above or in another position specially taken for the purpose. A panel showing the date of the photograph and district number of criminal will be set in on right hand bottom corner, in each of the photographs. Each set of photographs will be mounted on a sheet.

2. For each criminal, two complete sets will be taken, one to be filed with the dossier and the other in a loose-leaf file arranged in the alphabetical order of the criminal's name. An additional set will be taken and filed with the history sheet in the police station. Extra-unmounted copies will be kept in envelopes affixed to the loose-leaf file sheets ready for distribution when occasion arises. Additional sets and unmounted copies will be prepared for inter-district criminals for supply to the other Bureau where they are on record.

3. The CDs of all digital photographs should be up loaded in AP Police intranet, besides retaining in boxes and indexed in the Bureau so that further prints can be taken if necessary. Albums should also be maintained modus operandi-wise in respect of criminals concerned in important classes of crime, such as drugging or poisoning, property offences attended with violence, pocket-picking and cycle thefts.

4. Video clippings of as many of these, as are possible including their voice may be prepared and kept in the Video Library of criminals in DCRB. The video clipping showing his movements and all angles including his speech should be taken. His identification and history sheet number and date of the clipping should be indicated even while taking the video by entry of the data in the video camera itself instead of displaying a board near the person. Even for still cameras such data entry can be built in the camera itself. The photographs, videographs and voice should be stored ultimately on optical disks and retrieved whenever required.

History of Crime

755-1. Registers of cases against property and all other crimes falling within the major classification of the National Crime Code book in the order of their occurrence will be maintained in the Bureau in the form in which they are published in the Weekly Crime and Occurrence sheet. A separate register will be maintained for each modus operandi. Clippings from Part I (new cases) of Crime and Occurrence Sheets can be pasted in the appropriate register with space below each clipping for briefly entering subsequent information and final disposal. The dates of release and return, jail number and finger print classification will also be noted in respect of convicted persons.

FORM - 139 **See Order No. 755-2**

MONTHLY RETURN OF SUICIDES FROM CIRCLE INSPECTOR TO DISTRICT CRIME RECORDS BUREAU.

Name of Circle. **No**.

I. Classified under Sex and Age.

1. Number of suicides by men
2. Number of suicides by women
3. Number of suicides by male children under 16 years of age
4. Number of suicides by female children under 16 years of age.

II. Classified according to causes.

1. Poverty /starvation
2. Sickness.
3. Family disputes / Dowry Issues
4. Neglect of or misconduct of wife or husband
5. Love affairs
6. Failure in Examination
7. Ragging
8. Stalking
9. Posting obscene pictures in the internet / Face Book etc., of the person.
10. Murder or other grave charges
11. Farmers suicides
12. Students suicides
13. Other causes.

III. Classified according to methods.

1. Drowning
2. Hanging
3. Poisoning
4. Lying or falling in front of trains
5. Burning / Self-immolation
6. Use of fire-arms
7. Use of weapons other than fire-arms
8. Electrocution
9. Lethal Injection
10. Other methods.

Remarks :

(Full details of important cases should be mentioned. Any special method adopted in the commission of suicide must be given. This must be noted in a few lines, noting also the crime numbers).

Register of Suicides

2. Every SHO shall attach in the monthly crime statement sent by him to the Bureau a statement in form 139 showing the number of suicides during the previous month classified in the manner prescribed. A register in form 140 shall be maintained in the Bureau, wherein a page will be allotted for each month in the year. The register shall be compiled every month from the statements received from SHOs and the total arrived at. Whenever information regarding suicides is called for by the SCRB, CID, information readily available in the register should be furnished.

FORM - 140 **See Order No.755- 2.**

REGISTER OF SUICIDES

(To be maintained in District/ City / Railway Crime Bureau)

Classified under sex and age					Classified according to causes											Classified according to methods										Remarks
Circle	Number of suicides by Men	Number of suicides by Women	Number of suicides by Male Children under 16 years of age	Number of suicides by Female Children under 16 years of age	Poverty	Sickness	Family disputes / Dowry Issues	Neglect of or misconduct of Wife or Husband	Love affairs	Failure in examination	Murder or other grave charges	Ragging	Stalking	Posting obscene pictures in the internet / face book etc of the person.	Murder or other grave charges	Other causes	Drowning	Hanging	Poisoning	Lying or falling in front of trains	Burning / Self-immolation	Use of Fire-arms	Use of weapons other than Fire-arms	Electrocution	Lethal Injection	Other methods	(Full details of important cases should be mentioned. Any special method adopted in the commission of suicide must be given. This must be noted in a few lines, noting also the crime number).
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28

B - Circle
C - Circle
Total for the District for the Month.
Total for the District for the year up to the end of last Month
Total for the District for the year up to the end of the current Month

Crime Charts (maps) and Graphs

756-1. In order to help analysis and study of crime in the district / City, with particular reference to persistent incidence of any particular type of crime (crime pattern) in any area or along any route, analyse a specific case to obtain investigative leads, comparative study of crimes of different classes to know any links or organised activity, study of criminal's or group's methods, description, or to obtain clues as to an offender in a case or to devise preventive methods, crime charts of different description, maps, graphs, statistics and detailed reports in a pre-determined format are necessary. Some of these are to be maintained or generated on a regular basis while some others are to be made out for specific needs from time to time. Those which require to be maintained are generated with computer Geographical Information system software on a regular basis periodically, in respect of the following subjects, should be maintained in the Bureau. These are maintained for ready reference by investigators or analysts in the day-to-day work of crime investigation and to plan preventive beats.

2. A crime chart as well as graphs representing volume and geographical spread for each month will be maintained in which crime reported during the month will be marked by the symbols given in Order 591 of Chapter 33. This list is not exhaustive or permanent. The most rampant form of crime at any given point of time should be added to this list and any type of crime, which is not a serious problem at any given time, may be kept dormant or deleted from the list of charts and graphs to be maintained. The CCRB and RCRB should add specific lists of crime to this depending on the types of crime that need police attention.

3. The classifications given in National Crime Code book for major heads of crime from codes 001 to 096 should be a proper guide for maintenance of the crime charts and graphs and other visual presentations according to need. The minor heads given in the Codebook may be adopted whenever analysis on any special type of crime is to be done. The adoption of the National Crime Code Book titles provides a convenient access to crime and criminal intelligence data stored in the computers.

4. Separate annual crime charts shall be maintained for each of the above groups of crimes.

5. Both in the monthly and annual charts, crimes of PS of other district bordering the district must be plotted. A circle around the case should be marked in cases where the accused have been arrested and charged.

6. The classifications and symbols mentioned in Order 591 are for the purpose of only plotting crimes on charts and in the analysis of figures in paragraph 6 of the Monthly Crime Review, and should not be used for any other purpose.

Graphs

7. The Bureau will maintain the following graphs in order to enable it to study the fluctuations of crime in successive years, the areas affected, the activities of professional and organised groups and thus enable both strategic and operational planning and results.

8. For each of the following classifications, a separate graph will be maintained and on it the number of true cases reported and the number convicted will be shown, the former by an uninterrupted line and the latter by a dotted line. This would help SsP/ SsRP/ DCsP/ CsP to focus their attention for preventive and detective strategies.

   a) All IPC cases
   b) Murders
   c) Dacoities
   d) Robberies
   e) House breaking
   f) Thefts (other than cattle thefts)
   g) Cattle Thefts
   h) Organized crime
   i) Terrorism
   j) Financial crimes
   k) Crimes against women & children
   l) Crimes against weaker sections
   m) Crimes related to pollution, flora and fauna
   n) Antiquities, and cultural property.

9. Each graph sheet if manually prepared will be about 100 x 100 cm, the X-axis being drawn two cm above the bottom edge and the Y-axis 2 cm away from the left hand edge of the sheet. The X-axis will show the years and the Y-axis the number of crimes. 5 cm on X-axis will represent a year and 1 cm on the Y-axis will represent 50 Indian Penal Code crimes, or 10 murders, dacoities, robberies, house breaking or cattle thefts or 20 thefts, as the case may be. This scale may be varied, if necessary, at the discretion of the Superintendent of Police/Addl. SP. At the point representing the crime for a year, the exact number of crimes will be indicated in brackets. In the case

of figures of conviction, the exact number of cases convicted will be shown in brackets above the point.

10. The graphs will represent the crime for the last 25 years. Crimes for successive years will be plotted on the same graphs. A graph should normally last at least 25 years.

11. All graphs, charts and regional (geographical) distribution of crimes should be generated in a computerised system by use of appropriate software programmes.

File of References from Investigating Officers

757. The Bureau should keep separate files showing references received from investigating officers asking for information in unallocated cases. The purpose of this file is to assess the quantities, quality and results of the queries of investigating officers to the Bureau. These files should be kept for each Area Sub-Division and the Detective Police Station having jurisdiction over the Sub-Division or part of it. The information furnished by the IO, his report, queries, and further reports if any, should be stored in the connected database to enable meaningful analysis whenever it is done or required to be done at any stage.

Calls on the expert staff of Forensic Lab, FPB or Crime Analysts of the Bureau

758-1. There are, officers trained in finger and footprints, scientific assistants attached to the District Finger Print Bureau and the Laboratory. A separate file showing the reports received from investigating officers requisitioning the services of these experts or other scientific experts attached to the District Investigation Teams and the results achieved should be maintained in the Bureau.

2. A Crime Analyst Group as a necessary adjunct to the DCRB consisting of senior police and civilian experts should be formed for analysis of crime, both strategic and operational on the same line as in CID. This group should assist the police investigations methodically and give useful leads for detection and planning preventive measures. The functions and the manner of formation of this group is dealt separately in Order 884 of Chapter 44.

Criminal Intelligence

759-1. Intelligence gathering, storage and retrieval should be organized based on AP Police Intranet data entry and other sources. The SP should maintain the Register of informants and ensure that there is a regular flow of useful information and its use in day-to-day work of the police.

Computers

2. The e-COPS envisages data entry of all Integrated forms (IIF 1 to 8) for data updation and records of to DCRB should all be maintained in computerised system with on-line facility initially to all IOs of CCS and in due course to all Detective Police Stations.

Criminal Intelligence Gazette

3. The Criminal Intelligence Gazettes of the State as well as Border States should be scrutinized by Inspector / Dy.SP of the Bureau and filed in the Bureau and used for reference. The concerned Units should be advised, if any action is necessary to be taken by them.

Dissemination of Intelligence

760-1. Daily Criminal Information Digest. This should be prepared in the Bureau every day on the basis of information received for the day in the weekly C&O format and sent to all SsP, SDPOs, L&O and Detective Police Stations, as also to Zonal IG/DIGP and IGP, CID in-charge of SCRB by fax.

Weekly Crime and Occurrence Sheet

2-A. For the efficient and proper dissemination of information regarding crime and criminal, the Bureau in five parts shall publish a Weekly Crime and Occurrence Sheet.

B. The sheet should be dated Saturday of each week and embody information received in the Bureau up to Saturday forenoon. The sheets as well as the pages should be numbered consecutively for the whole year to facilitate easy reference.

C. Part I contain a statement of crime in different heads, reported to the Bureau during the week in chronological order under each head. There is no need to indicate the head if no case is reported during the week.

D. Below this the following classes of crime should be reported head wise and date wise.

a) Murder for gain
b) Murder
c) Dacoity
d) Robbery
e) House breaking
f) House theft
g) Cattle theft
h) Other thefts (other than cattle and house thefts)

i) Automobile thefts
j) Cheating
k) Breach of trust
l) Counterfeiting
m) Other financial crimes (Other than cheating, breach of trust and counterfeiting)
n) Professional Kidnapping
o) Organised crime
p) Terrorism
q) Crimes against women and children
r) Crimes against weaker section
s) Crimes relating to pollution, flora and fauna
t) Antiquities and cultural property
u) Missing persons
v) Unidentified dead bodies

E. Details of the cases that occurred and are reported to the Bureau during the week and also of cases that occurred in the previous week but were reported to the Bureau during the week should be furnished.

3. The names of neighbouring stations of the district should be typed/printed in italics or underlined, and the names of the neighbouring district or districts should be noted below the name of the Sub-Division.

4. List of all identifiable property should be published in respect of each new case in Part I. Full descriptive particulars and values of numbered or unnumbered properties lost and recovered should be given.

5. When persons suspected or known to have been involved in a case are registered criminals of a station or dossier criminals, the fact should be clearly stated.

6. Instructions or comments on any case given by the Bureau should be published in italics just below the narration of the case concerned. In every case, the instruction, comment or advice, if any, should be communicated immediately to the officer concerned by fax or wireless. Such advice or comment or lead should be based on thorough study, analysis, and experience that would enable the IO to pursue a useful clue or avoid any mistake or pitfalls.

7. Part II of the sheet will contain the disposal of old cases and will be in the pro forma shown in the appendix. The disposal of all cases whether of property or otherwise should be mentioned in Part II.

8. Part III has five sections -

   a) information relating to persons and history sheeted criminals wanted or suspected in cases;

   b) those who have been out of view but not wanted in any case;

   c) those who were arrested during the week;

   d) those released from jail during the week or likely to be released during the ensuing four weeks (to be given only in the last sheet of each month), mentioning in the case of persons actually released whether they are present at home or have gone out of view,

   e) arrests of suspicious strangers and seizure of property under suspicious circumstances,

   f) full details of property recovered.

9. Particulars of unidentified dead bodies, abandoned automobiles, stray cattle, lost property, missing children etc., should be published in Part IV.

10. Part V contains matters of a general nature. Instructions to Detective Police Stations, other concerned SHOs in regard to crime and criminals, notes on special features of individual cases, and any matters of specific or general interest should be published in this part.

11. Antique type should be used wherever necessary in the sheet in order to emphasize important points, such as places likely to be visited by wanted persons and names of officers whose attention is to be drawn to any particular entry.

12. In important matters information should be immediately communicated by the Bureau direct to the officers concerned through advisory memoranda (Order 762), besides publishing it in the Weekly Crime and Occurrence Sheet. For example, the slightest indication or possibility of any crime in the district being connected with crime or criminals beyond the district shall be communicated promptly to the SHOs, Inspectors of Detective Police Stations and SDPOs of both L&O and Detective of the border areas of the two districts.

13. A copy of the sheet shall be sent to the Zonal Inspector-General/DIGP and IGP SCRB, so as to reach them by Monday. The sheet should be generated on a computer system late on Saturday evening and mail-transferred the same evening. The hard copy may be despatched by post simultaneously.

14-A. The Zonal Inspector-General/DIGP will study the out-break of crime of any category, with a view to examine the possibility of cases occurring in different districts forming a series connected with one another. Timely instructions should be issued for coordinating investigation, for locating the sources of undetected crime and for indicating ways and means of dealing with it. Such instructions should be issued promptly to the SP by quickest available means. A copy of the instructions given by the Zonal Inspector-General/DIGP and Addl. DGP Law and Order to L&O Police should also be sent to the Addl. DGP, CID who in turn will bring these to the knowledge of the DGP with his own comments.

B. The Superintendents of Police / Superintendent of Railway Police / Dy. Commissioner of Police need not send a detailed report in reply to the remarks of the Zonal Inspector-General/DIGP or the DGP on the sheet. It would be enough if brief reports are sent by radio or fax.

15. The printed sheet will be issued to all officers of and above the rank of Inspector in the district and to the all SHOs of L&O, Detective and other police stations of the district, to the District Crime Bureaux of bordering districts, the Inspector General of Police SCRB, the Zonal Inspector General/ DIGP, all other Zonal Inspectors General / DIsGP bordering the district and to such Inspectors of Detective and L&O police stations of bordering districts as the SP may decide. The distribution should be only on need to know basis and should not be sent as a matter of routine.

16. Sheets may be issued only with the permission of the Addl. DGP CID to the officers of bordering states other than those of districts bordering our State, to whom they may be sent with the approval of the SP.

Monthly Crime Reviews (M.C.R.s)

761. At the beginning of each month a review of crime for the previous month should be prepared by the Bureau in the revised proforma. Monthly statements of crime should accompany this. Only true cases will be dealt with both in the Monthly Crime Review and in the statements. Instructions for the compilation of the Review are given below:

1. Paragraph 1 of the Review should contain two sections; first one dealing with property crime and the second one dealing with all other IPC and cognizable cases. In general review of crime, all true offences against property (barring those dealt with under section 157 (1)(b) of Cr.PC) should

be treated as professional crime until the contrary is proved. In view of this, no statement of professional crime need be furnished in paragraph 1. Fluctuations in crime during the month as compared with the previous month and the corresponding month of the previous year should be commented upon. The possibility of gangs or organisations being responsible should be examined. Points for comment are indicated below for guidance:

A. considerable general increase in respect of any class of crime;

B. serious outbreaks of crime under a particular class;

C. unusual types of crime;

D. recurrence of particular kind of crime;

E. crime by organized gangs, and the routes taken by them, if any.

F. refusing investigation.

2. In respect of crime against persons and other offences, the fluctuations in each class, the persons responsible and whether they form a pattern or part of a series should be indicated. In case the accused concerned are not known, the profile of the offenders, their method, the organisation or group to which they belong, the weapons used, the benefit derived and the motives that propelled the commission of offences should be commented upon.

3. The foregoing suggestions are not exhaustive but only illustrative. The main object of comment should be to give a brief but comprehensive account of the salient features of the month with the deductions drawn from them. The crime analysis group with the help of the district crime records bureau prepares this review.

4. Paragraph 1 of review - should give details of cases in which investigation was refused and cases, which were, registered *suo-moto*. The nature and value of property lost and recovered in such cases and the section of law with *modus operandi* should be furnished.

5-A. The second para -A of the Review should be analysis of all murders, classified as shown below. Where a murder is followed by the accused committing suicide, it must be mentioned, whether it is important or not.

(a) Murders for gain	Give brief details of each case with specific reference to fire arms used, if any
(b) Murders due to faction	-do-
(c) Murders due to organised criminal activity	-do-
(d) Murders due to sexual jealousy	-do-
(e) Murders due to family disputes	Give brief details of cases of special importance
(f) Murders due to previous enmity	-do-
(g) Murder due to petty quarrel	-do-
(h) Murder due to land dispute	-do-
(i) Murder due to dowry	-do-
(j) Murder due to money dispute	-do-
(k) Murder of unknown deceased	-do-
(l) Murder by unknown accused	-do-
(m) Murder by Extremist	-do-
(n) Murder due to other causes	-do-

5-B. The second para – B should give analysis of all culpable homicides not amounting to murder.

6. Para 3 should deal with dacoities classified into highway, field, house, etc. Give brief details of each case with particular reference to the fire-arms used, if any.

7. Para 4 should deal with robberies classified into highway, field, house, etc. Give brief details of each case with particular reference to the firearms used, if any.

8. Para 5 should deal with house-breakings by day or night including attempts. The following statements should be enclosed.

A. Furnish a Sub-division-wise *Modus operandi* statement in the form attached.

Circle	Modus Operandi											Convicted	Pending Trial
	A	B	E	H	L1	L2	R	T	W	M	S		

B. Indicate the number of house breakings classified as in Table 1 attached.

Table - I

Classification	Reported	Pending trial	Convicted	Discharged or acquitted	Under Investigation	Referred as UN	Total
1	2	3	4	5	6	7	8
I. Classified according to buildings attacked:							
i. Inhabited dwelling houses ii. Uninhabited dwelling houses iii. Boarding establishments iv. Schools and Colleges v. Banks and post offices vi. Temples vii. Other places of religious worship viii. Shops ix. Hospitals x. Others							
Total							
II. Classified according to Property Stolen:							
i. Jewels, clothes and cash ii. Vessels iii. Radios and cameras iv. Cycles v. Auto - parts vi. Animals vii. Fire - arms viii. Watches and clocks ix. Others							
Total							

C. Furnish in the enclosed Table 2, brief details of all cases in which offenders are definitely known, house breakings by day and by night being shown separately. (In column 5 should be noted the class of offenders in each case, such as first offenders, dossier criminals, habitual offenders, history sheeted bad character, ex-convicts, juveniles, locals or non-locals.)

Table 2

Sl. No.	Station, Circle, Cr.No., date & MO	Value of property		Names and particulars of accused with cell phone No. If arrested, note (+) against each name, if absconding note (-)	Present stage of the case	Mention if property is returned to owners.	Remarks
		Stolen	Recovered				
1	2	3	4	5	6	7	8

D. Furnish in Table 3 brief details of all cases in which offenders are not known, house breakings by day and by night are shown separately, where there is a mere suspicion, he must be treated as unknown, but the grounds of suspicion should be noted against his name:

Table 3

(Offenders not known but suspected)

Sl. No.	Station, Circle, Cr.No., date & MO	Value of property		Names and particulars of persons suspected, if any. With Cell phone Numbers, Aadhar Card No.	Present stage of the case	Remarks Mention grounds of suspicion
		Stolen	Recovered			
1	2	3	4	5	6	7

9. Paragraph 6 of the review should deal with thefts including house thefts. The number of thefts including house thefts, irrespective of value of property lost should be classified as shown in Table 4 below. (Details of important crimes and out-breaks should be given)

Total number of (i) House thefts: _____ (ii) Ordinary thefts: _____

Table 4

Classification	Reported	Pending trial	Convicted	Discharged or acquitted	Under Investigation	Referred as UN	Total
1	2	3	4	5	6	7	8
i. Cycle thefts ii. Vessel thefts iii. Pocket-picking iv. Snatching from children v. Snatching from sleeping persons. vi. Snatchings not classified vii. Copper wire viii. Firearms ix. Explosives x. Radios and cameras xi. Watches and clocks xii. Other cases							

10. Para 7 should deal with automobile thefts of all kinds.

11. Para 8 of the review deals with cattle thefts classified as in Table 5.

Table 5

Classification	Reported	Pending trial	Convicted	Discharged or acquitted	Under Investigation	Referred as UN	Total
1	2	3	4	5	6	7	8
i. Oxen stolen for sale or ransom ii. Oxen stolen for sale of skin iii. Goats or sheep stolen iv. Miscellaneous cattle thefts							

12. Para 9 of the review should deal with other professional offences under different heads such as receiving stolen property, breach of trust, cheating, misappropriation, forgery, counterfeiting of notes and coins and other financial crimes, professional poisoning, kidnapping for ransom and extortion. Cases of rioting should also be included in this paragraph. In respect of these cases, only the number under each head need be given, brief details being furnished

if they are work of an organized gang or gangs or otherwise important or sensational. In all cases of counterfeit coins and currency notes, it should be clearly stated in the review whether a report on the case has been sent to the CID.

13. Paragraph 10 of the Review deals with cases of Juvenile Justice. The following particulars should be given in respect of each juvenile crime reported during the month:

    A. Station and section of law;

    B. MO particulars - full details;

    C. Name of the accused juvenile, with father's name, residence, age and caste;

    D. Antecedents and the causes that led him to criminal life, such as lack of control by parents, unhappy family life and poverty, should be described in detail;

    E. The status of the parents, their means of livelihood and domestic conditions of the family;

    F. Result of the case. Mention if found guilty and how he is dealt with.

14. Para 11 of the Review deals with cases of crimes against women. The classification to be followed in respect of these crimes should be specified under the following heads.

    A. Dowry deaths

    B. Cruelty of husband and relatives

    C. Molestation

    D. Kidnapping and abduction

    E. Rape

    F. Trafficking in persons

    G. Immoral Traffic (Prevention) Act

    H. POCSO Act 2012 (Protection of Children from Sexual Offences)

    I. Bonded labour rescued and debt-release certificate given

    J. Unclassified.

15. Para 12 relates to review of cases of atrocities against Scheduled Castes and Scheduled Tribes. The information to be furnished should include murders, hurt and all IPC offences and offences under Protection of Civil Rights Act 1955, and the SC & ST (POA) Act 2015.

16. Security cases. — Security cases u/s 107, 108, 109 and 110 CrPC should be dealt with in paragraph 13 as shown below:

Classification	Sec.107 CrPC		Sec.108 CrPC		Sec.109 CrPC		Sec.110 CrPC	
	Put up	Bound over	Put up	Bound over	Put up	Bound over	Put up	Bound over
1. Number of Locals 2. Number of Non-local								

Note:- These cases should be analyzed with reference to the circumstances of their arrest if any, the previous crime history of the person if any, recoveries made from him or at his residence, if he is wanted in any offence outside etc. In short the quality of security proceedings shall receive due attention in the comments to be made by the Bureau including the impact on incidence of crime.

17. Paragraph 14 of the review — Notable preventive arrests. — In this paragraph the particulars of notable preventive arrests should be given.

18. Paragraph 15 of the review — Statement of case progress.— The progress of cases should be entered in paragraph 15 of the review in Form 141.

FORM - 141 **See Order No.761-18.**

MONTHLY STATEMENT OF CASE PROGRESS

	No .of cases of the previous year's pending disposal at the beginning of the current year.	OF THOSE IN COLUMN ONE									No. of cases reported during the current year from 1st January up to the end of the Month under review (excluding cases dealt with regards under section 157(1)(b) Cr.P.C.	OF THOSE IN COLUMN TEN									Total No. of cases including those of the previous year pending trial (column 7 plus column 15)	In 19 of those				
		Convicted	Discharged or acquitted	Compounded	Referred as undetectable	Total of columns 2,3,4 and 5	(*)	Pending Trial	Under Investigation			Convicted	Discharged or acquitted	Compounded	Referred as undetectable	Total of columns 11, 12, 13 and 14.	(*)	Pending Trial	Under Investigation			Pending Trial over 2 months	Pending trial, over 4 months	Under Investigation over 2 months	Under Investigation over 4 months	Remarks
	1	2	3	4	5	6	7	8	9		10	11	12	13	14	15	16	17	18		19	20	21	22	23	24

N.B.- A note should be appended regarding discharge or acquittal of grave cases giving reasons therefore, Specific mention should be made whether the failure of the case was due to defective investigation.

Headings for Cols. (7) and (16) – referred as False, Mistake of fact or mistake of law.

19. Paragraph 16 of the review - Notes on un-located crime. - Notes on un-located crime should be incorporated in this paragraph. A close and comprehensive study of all important un-located offences, the possible connection between the different offences, likelihood of particular local or outside district agencies being responsible, etc. has to be made and incorporated. The instructions given should be specific, informative and instructive and should serve as a guidance to the officers and not in the nature of general comments.

20. Activities of criminal gangs should be specified in the concerned heads of crime dealt within the fore-going paragraphs. Good work done by DCRB, Neighbourhood Watch and other voluntary bodies and individuals, community contact committees and the police should be mentioned in the respective heads of crime and not separately. Particulars of notable arrests should also be shown in the concerned category of crime or in the para relating to preventive arrests whichever is applicable. The occurrence of any particular type of crime or outbreak in any particular area should be specifically dealt with.

21. The Monthly Crime Review in the revised proforma for each month (forms 183 and 183A statements) should be sent to the IGP SCRB, so as to reach him on or before the 15th of the succeeding month. The SP should simultaneously send a copy of the review to the Zonal IG/DIGP who will offer his remarks on the review of the SP and send them to the Addl. DGP L&O and Addl. DGP CID, so as to reach them on or before the 10th of every month. The IGP SCRB should place the reviews of the districts with the remarks of the Zonal Inspectors-General/DIGP to the Addl. DGP CID before 25th of the month. He may prepare a brief resume for the week with his comment and forward for perusal of the DGP through Addl. DGP CID. The weekly crime report of CCRB shall be scrutinized by IGP SCRB and forwarded to DGP for perusal through Addl. DGP and after perusal and comments, if any by DGP, shall be retained in SCRB. The remarks of DGP, if any, should be communicated to CsP/SsP.

22. The monthly statement of crime in Form 142 should accompany the review.

23. The Statistical Branch of the District City / Railway Police Office shall be a Wing and part of the DCRB. This will ensure accurate preparation of the statistics of crime in connection with the Monthly Crime Review and of the returns to be submitted to the Zonal IG/DIGP and IGP SCRB.

24. The Monthly Crime Review should be published in the Weekly Crime and Occurrence Sheet.

25. At the end of the year, a consolidated review of the year's crime should be prepared dealing with the salient features, steps taken and results achieved.

26. Details of the crime committed by the habitual offenders should be dealt with in the appropriate heads of crime, viz., Murder, Dacoity, Robbery, in paragraph Nos. 2, 3, and 4 respectively. Information regarding the group of habitual offenders, if any, to which the offender belongs, should be furnished along with his name. In cases of housebreaking and thefts, details about the said group etc. should be furnished in the remarks column of the tabular statement in paragraph 5 (C) (Sub Order 8 - C). Regarding house thefts, ordinary thefts, automobile thefts and cattle thefts, the above details should be furnished after the tabular statement in paragraphs Nos, 6, 7 and 8. Similarly, other types of professional offences, if any, should be reviewed in paragraph 9 of the said Review.

FORM - 142 **See Order No.761-22**

MONTHLY STATEMENT OF CRIME FOR THE MONTH OF.....

Crimes	Figures for the current year			of the cases in Col. 4.				Corresponding figures for the previous year				of the cases in Column 12.					Remarks
	Reported in the Month under review (excluding false cases)	Reported in the previous Month (excluding false cases)	Reported up to the end of the Month under review from 1st January (excluding false cases)	Charged	Convicted	Discharged or acquitted	Referred as undetectable	Compounded	Reported in the Month under review (excluding false cases)	Reported in the previous Month (excluding false cases)	Reported up to the end of the Month under review from Ist January (excluding false cases)	Charged	Convicted	Discharged or acquitted	Referred as undetectable	Compounded	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

(To be filled in col umn no. 1)
Murder,
Culpable Homicide not amounting to murder.
Dacoity, Robbery
House-Breakings (by Day) including attempts.
House-Breakings (by Night) including. House breaking attempts.
Thefts other than Cattle thefts.
Rioting, Kidnapping and Abduction.
Cheating Breach of trust.
Cyber Crime
Offences relating to Coin, Currency and Bank, Notes.
Administering of Stupefying Drugs.
Other cognizable Cases under the I.P.C.

Grand Total

THEFTS OF ALL KINDS OTHER THAN CATTLE THEFTS FOR THE MONTH OF.

Crimes	Figures for the current year							Corresponding figures for the previous year									Remarks
	Reported in the Month under review (excluding false cases)	Reported in the previous Month (excluding false cases)	Reported up to the end of the Month under review from 1st January (excluding false cases)	of the cases in Col. 4.				Compounded	Reported in the Month under review (excluding false cases)	Reported in the previous Month (excluding false cases)	Reported up to the end of the Month under review from Ist January (excluding false cases)	of the cases in Column 12.					
				Charged	Convicted	Discharged or acquitted	Referred as undetectable					Charged	Convicted	Discharged or acquitted	Referred as undetectable	Compounded	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

(To be filled in column no. 1)

Copper wire.

Cycles.

Motor Vehicles & Accessories

Fire-arms

Explosives.

Other types.

Total

INFORMATION AS TO THE WORKING OF THE SECURITY SECTION AND OFFENCES UNDER THE RESTRICTION OF HABITUAL OFFENDERS ACT FOR THE MONTH ENDING.....

Number of Person	In the current year up to the end of the month from 1st January		Corresponding figures for the previous year	
	Locals	Non-locals	Locals	Non-locals
1.(a) Charged u/s 109 Cr.PC.				
(b) Bound over u/s 109 Cr.PC.				
2.(a) Charged u/s 110 Cr.PC.				
(b) Bound over u/s 110 Cr.PC.				
3.(a) Charged u/s 107 Cr.PC.				
(b) Bound over u/s 107 Cr.PC.				
4.(a) Charged u/s 106 Cr.PC.				
(b) Bound over u/s 106 Cr..C.				
5.(a) Charged under the Habitual Offenders Act.				
(b) Convicted under the Habitual Offenders Act.				

(FOR RAILWAY POLICE ONLY)

THEFTS OF ALL KINDS FOR THE MONTH OF.....

Crimes	Figures for the current year			of the cases in Col. 4.				Corresponding figures for the previous year				of the cases in Column 12.					REMARKS
	Reported in the Month under review (excluding false cases)	Reported in the previous Month (excluding false cases)	Reported up to the end of the Month under review from 1st January (excluding false cases)	Charged	Convicted	Discharged or acquitted	Referred as undetectable	Compounded	Reported in the Month under review (excluding false cases)	Reported in the previous Month (excluding false cases)	Reported up to the end of the Month under review from Ist January (excluding false cases)	Charged	Convicted	Discharged or acquitted	Referred as undetectable	Compounded	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

(To be filled in column no. 1)

CLASS I.

Theft in running Passenger Trains.

(a) Pocket Picking
(b) Jewel snatching
(c) Personal effects in upper class
(d) Personal effects in lower class
(e) Mail
(f) Luggage vans.

CLASS II

Theft from passengers sheds and stationary Trains and on platforms.

(a) Pocket Picking
(b) Jewel snatching
(c) Luggage
(d) From stationary trains upper class
(e) From stationary trains lower class.

CLASS III

Thefts from running goods trains.

(a) of whole consignment.
(b) by extraction.

CLASS IV

Theft in yards and stationary Wagons

(a) of unshipped consignments
(b) during loading
(c) by extraction
(d) from sealed wagons.

CLASS V

Theft in goods and parcel office.

(a) of whole consignment
(b) by extraction

CLASS VI

Thefts of Railway Materials.

(a) Iron materials from track and yard
(b) Stationery stores
(c) Coal thefts.
(d) Carriage fittings
(e) Dynamo belts
(f) Electric bulbs
(g) Miscellaneous

CLASS VII

Miscellaneous.

(a) Bi-cycles.
(b) Other materials.

TOTAL

Advisory and crime memo books

762-1. The Bureau should watch arrests of gangsters, important accused in the neighbouring districts / States, obtain the details of arrests, cross-check AP Police intranet and communicate to concerned DCRB also. Maintain a separate memorandum book in trefoil (in Form 28) for all the advisory and crime warning memoranda issued by it. The book should be maintained in chronological order and each memorandum issued by the Bureau should be given a separate number, such as 1/Crime/98, 2/Crime/98, etc. The replies to each memorandum should be sent by the concerned promptly and filed with the office copy.

2. As soon as the Bureau receives information regarding the occurrence of any serious and grave crime, the Bureau and analysis group should study the indices maintained with a view to discovering whether any criminal of the same *modus operandi* has operated in the area previously or has any relatives or associates in the station limits or the neighbouring station limits and whether any dossier criminal or any history-sheeted criminal who is out of view from that station or a neighbouring station or any criminal who has returned from jail recently is likely to have committed the offence. A quick analysis of the information available from the scene about the profile of the criminal or group and comparison with those with similar group or criminal in the data bank, or any inputs or intelligence available should be made and leads should be communicated by fastest means. The required data can be picked up by the Bureau easily from (a) the history of crime, (b) *modus operandi* register of all "out of view" history-sheeted persons, (c) register showing the dates of release of dossier criminals and other history-sheeted persons, (d) general subjects files, (e) *modus operandi* indices and of the dossiers. It should however, be noted that the *modus operandi* is not the sole criterion for the determination of the probable complicity of a criminal as many active criminals adopt more than one *modus operandi* and commit different crimes also.

3. The Bureau should make a careful study of crime on receipt of crime cards and crime details forms and other reports, weekly station reports, Crime and Occurrence Sheets of neighbouring districts, and information regarding the probable dates of release of dossier criminals and other history-sheeted persons, criminal intelligence gathered through sources by the Detective PS or Beat Police on the basis of such study and analysis should be sent direct to the IOs under intimation to the SDPOs concerned, on the indication or possibility of an out-break of crime and about the release of any dangerous

criminals. Effort should be made to study the activities and profiles of criminals or groups from outside the district or state, those at large and places where they committed crimes earlier.

Quarterly return of photographing of dossier criminals

763-1. The Bureau should send a quarterly progress report on the photographing of dossier criminals in Form 143, which should reach the IGP (SCRB), not later than the fifth of the month following the quarter.

2. An explanatory note should be given stating as to why photographs have not been taken for those mentioned in columns 5 and 6 of the Form 144.

FORM - 143 **See OrderNo.763-1**

QUARTERLY RETURN OF PHOTOGRAPHS TAKEN BY DISTRICT CRIME RECORDS BUREAU

District	No. of Criminals Photographed during the previous quarter of the current year	No. of Criminals Photographed during the quarter under review	Total of Columns and 3.	Balance of Criminals to be Photographed (This should include criminals of previous years who are yet to be Photographed).		
				Present	In Jail	O.V.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

FORM - 144 **See Order No.763-2**

REGISTER OF VISITS TO THE DISTRICT CRIME RECORDS BUREAU

Sl.No	Date	Name and rank of visiting officer	Date of last visit	Purpose of the present visit	Business transacted Including any information obtained	Points discussed with the DCB SI and the result of discussion	Signature Visiting Officer.	Signature of DCBSI	Remarks, if any, of the S.P.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Visits to and Inspections of the Bureau – Updating AP Police Intranet:

764-1. The Bureau is subject to the inspection of the Zonal IG/DIGP as well as by IGP/Director SCRB, and will comply with their instructions.

2. All officers of and above the rank of Sub-Inspector along with e-COPS PCs stationed at the district/city headquarters should visit the Bureau once a month and cross-check whether all arrests are updated in the Bureau as well as in AP Police Intranet. Those stationed outside must visit the Bureau whenever they visit the district Headquarters/Commissionerates or at least once a quarter with a soft copy of their arrest data and upload / update in the Bureau Computer net-work. A register in Form 145 should be maintained in the Bureau to show the days on which and the purpose for which each officer visited the Bureau and the business transacted during the visit. The register will be written at the end of each visit and should be placed before the SP immediately after each visit. The SP/ Addl. SP Admn / Crimes should check up for updated entries in AP Police Intranet personally in the presence of Dy.SP / Inspector of the Bureau and send memos/ instructions to the concerned SI/CI for prevention and detection of offences. It should be produced at the time of each inspection. Facilities should be provided in the Bureau where visiting officers can sit, refer and study the relevant files go through computer data bank, as also to retrieve information from any computer system provided and take down notes. A library shall be maintained in DCRB/CCRB.

3. Sub-divisional Police Officers must visit the Bureau along with his e-COPS PC whenever they visit the district headquarters with soft copy of Sub-Division Crime information and update Intranet data bank. Leave notes in the visiting book as to the nature of work transacted and summary of discussions held.

4. The SP/Addl. SP who is in direct charge of the Bureau assisted by a DSP / Inspector shall daily monitor its activities. The SP/CP /SRP must remain in touch and visit the Bureau as frequently as possible and make detailed inspection once a year.

5. It is necessary that whenever a Senior Officer conducts the Inspection of the DCRB or DPO, he must invariably inspect the Computer Centre as well. They should check the following points during such inspections.

   A. Check-up whether the Flooring, Roof, Wiring in the Computer Room are as per directions.

B. Check-up whether the Air Conditioners in working condition or not.

C. Check-up whether the UPS is in working condition or not and whether the concerned company maintains the UPS or not. .

D. Check-up whether the computer and its peripherals are in working order or not. Computer maintenance Register should also be verified.

E. Check-up whether the concerned company maintains the computer or not. Verify computer maintenance Register.

F. Verify whether e-COPS PCs are attending to repairs regularly, whether the concerned maintenance company is attending on the complaints of the Units/Districts to rectify the problems of UPS and computer of CCIS project.

G. Check-up the Logbooks, Monthly Reports Books, computer and UPS maintenance registers.

H. Check-up whether the computer down time reports for every quarter is being sent regularly to SCRB or not.

I. Check-up whether the operators are entering the e-COPS data regularly and thresh holding the data to SCRB on a periodical basis or not.

J. Verify whether the Integrated Investigation Forms are collected by DCRB on par with the investigation and disposal of the case till it closes.

K. Check-up the quality of data received through the Integrated Investigation Forms. (Input forms for CCIS)

L. Check-up whether Memos are given to the I.Os. in respect of non-receipt of Integrated Investigation Forms by the Unit Officer.

764-6. District / City Traffic Records Bureau DTRB / CTRB)

District Traffic Records Bureau (DTRB) is created vide Chief Office Memo in C.No. 04 / DGP / camp/2011 dt:25.06.2011, as a separate cell with in the DCRB Unit following the formation of Bureau of Road Safety and Traffic planning (BRT) by Government of India. The DGP AP ordered that the SsP / CsP should form the DTRB / CTRB (in cities) with one Inspector of Police, one SI of Police, computer knowing Head Constable with computer facility exclusively to deal with matter relating to B.R.T., D.T.R.B is mandated to send monthly returns in the following proformae, in addition to form 183 XIV (A).

D.T.R.B. Form-1

Monthly report of Vehicle -wise Road Accidents for the month of…..

SI.No.	Description of Vehicles	No. of Accidents	No. of Deaths	No. of Injured
1	APSRTC			
2	Private Busses			
3	Lorries			
4	Light Motors			
5	Two Wheelers			
6	Three Wheelers			
7	Others			
	Total			

District Traffic Accident Details :

1	Total No. of Accidents in the District	
2	No. of Deaths	
3	No. of Injured	
4	No. of Accidents on State Highway	
5	No. of Accidents on National Highway	
6	No. of Accidents on Other Roads	

D.T.R.B. Form-2

Proforma reply to Chief Office (Rc.No.72/ L&O-III/2015-1 of DGP)

Sl. No.	Name of the Sub-Division	Total MV Act., Cases Booked	Total Fine Collected	Over Loading Goods Vehicles			Over loading of Passenger Vehicles				FIR Cases		Fine Amount	Convicted persons (Period of Imprisonment)
				No. of Cases	Fine Collected	No. of Vehicles Seized	No. of Cases		Fine Collected	No. of Vehicles Seized	Driving without proper Licence	Drunken driving		
							Autos	Jeeps						

D.T.R.B. Form-3

ANNEXURE – I

Quarterly report of details of Road Accidents on different types of road during the 1st/2nd/3rd/4th Quarter ending i.e., Jan-Mar / Apr-June / Jul-Sep / Oct-Dec								
Classification of Roads / Type of Accidents								
Classification of Roads	Fatal		Grievous Injuries		Minor Injuries		Non injury	Total
	No. of Accidents	No. of Persons Killed	No. of Accidents	No. of Persons grievously injured	No. of Accidents	No. of Persons who got minor injury	No. of Accidents	No. of Accidents
	1	2	3	4	5	6	7	8
National Highway								
State Highway								
Other Roads								
Total								

Quarterly report of reasons for road accidents on different types of Road

ANNEXURE – II **D.T.R.B. Form-4**

Details of Road Accidents on different types of road during the 1st/2nd/3rd/4th Quarter ending i.e., Jan-Mar / Apr-June / Jul-Sep / Oct-Dec

Type of Accident

Sl. No.	Reasons for accident	Fatal		Grievous Injuries		Minor injury		Non injury	Total
		No. of Accidents	No. of Persons Killed	No. of Accidents	No. of Persons grievously injured	No. of Accidents	No. of Persons who got minor injury	No. of Accidents	No. of Accidents
		1	2	3	4	5	6	7	8
1	Fault of Driver								
2	Fault of passenger than driver								
3	Bad Road								
4	Bad weather								
5	Mechanical defects in the vehicle								
6	Fault of pedestrians								
7	Other Specify								
	Total								

Quarterly report on type of vehicles involved in Accidents in different type of roads

ANNEXURE – III **D.T.R.B. Form-5**

Details of Road Accidents on different type of roads during the 1st/2nd/3rd/4th Quarter ending i.e., Jan-Mar / Apr-June / Jul-Sep / Oct-Dec

Sl. No.	Type of Vehicles	Fatal		Grievous Injuries		Minor injury		Non injury	Total
		No. of Accidents	No. of Persons Killed	No. of Accidents	No. of Persons grievously injured	No. of Accidents	No. of Persons who got minor injury	No. of Accidents	No. of Accidents
1	2	3	4	5	6	7	8	9	10
1	Trucks/Lorries								
2	Buses (APSRTC)								
3	Mini Buses (Including Private Buses)								
4	Cars/Jeeps								
5	Three Wheelers								
6	Two Wheelers (Scooter, Motor cycles, mopeds, etc.								
7	Other Heavy vehicle (Tractor/Vans)								
8	Vehicles not known								
9	Other Specify								
	Total								

CHAPTER 41

Finger Prints, Foot Prints and Photographs

765-1. Fingerprints serve as the most valuable, infallible and accurate means of personal identification, and have since long become an indispensable tool in the investigation of crime and administration of justice. Investigation of a crime is primarily meant to identify the person or persons responsible for the crime, and fingerprints provide a scientific clue to the identity of criminals connecting them to crime, crime scene (Principle of exchange). It is admissible as scientific evidence u/s 45 IE Act.

2. It is essential for all Police Officers to acquire knowledge of the basic principles and techniques of finger print identification. All police officers should thoroughly familiarize themselves with instructions and procedures set forth in this chapter and comply with them in their work. Good work in tracing a criminal or clue to an offender obtained through skilful detection and use of chance prints must be rewarded. This chapter and related literature shall form an integral part of all Induction, In-Service and on-job training courses of civil police. Specialist courses in the science of Finger Prints and Foot Prints and other scientific aids detailed in Chapter 31 should be designed and organized by APPA and all training institutions of the State.

3. The two fundamental principles of finger print science are (i) that the ridges formed even before birth do not change until destroyed by decomposition after death and (ii) that two fingerprints can be identical only if they are both produced by the same finger of the same person. These two principles are applicable to the entire palmar surface of the hands as well as plantar surface of the feet.

4. The Fingerprint Bureau assists investigating agencies in -

   A. furnishing criminal antecedents, providing the background of any individual detained under suspicious circumstances,

   B. tracing of out-of-view criminals,

   C. establishing the identity of unidentified dead bodies,

   D. linking the criminal to the crime through chance prints,

   E. identifying of accused persons from the records maintained,

   F. assisting in apprehending proclaimed offenders, absconders and persons who escaped from prisons,

   G. giving opinion in documents bearing disputed fingerprints and

   H. imparting training to Police Officers.

   I. Giving evidence in courts on the opinion furnished by the experts.

5. Fingerprints have a role in prevention of crime and detection of crime. Especially in cases of property offences and forgeries and fabrication of documents.

6. Fingerprint slips are of two kinds (1) Fingerprint record slip, and (2) Fingerprint search slip. The fingerprint record slip is prepared in Form 145 immediately after a person is convicted or re-convicted and sent for record to the Bureau along with the conviction memorandum (Form 131). The fingerprint search slip is the FP slip of a suspect taken on Form 146 by the SHO and sent for search to the Bureau at Police Head Quarters with Form 146 in order to know his antecedents.

FORM - 145 **See Order No. 765-6, 767-5, 767-18, 767-19, 768-4D, 770-4, 772-1, 772-4, and 784-1.**

FINGER PRINT SLIP

Bureau Serial No .....

Full Name with aliases .....

Father's or Husband's Name with aliases .....

Caste…….. Religion .....

Native Village ..... Native District .....

State ..... Age ..... Years .....

Prisoner's Signature or mark, if unable to write .....

Finger Print Slip Classification number .....

Left thumb to be impressed immediately after Signature .....

RIGHT HAND

Right thumb	Right Index	Right Middle	Right Ring	Righ little
(Fold)				(Fold)

LEFT HAND

Left thumb	Left Index	Left Middle	Left Ring	Left little
(Fold)				(Fold)

Left hand
Plain prints of the four fingers taken simultaneously.

Right hand.
Plain prints of the four fingers taken simultaneously.

I certify that the above prints were taken by me and that they are the prints of the person named above.

Signature and designation .....

Slip prepared on ..... by ..... Rank ..... District .....

Slip tested on ..... by ..... Rank ..... District .....

Classified at Bureau by ..... Date .....

Tested at Bureau by ..... Date .....

*Reconvicted Slip previously sent for search. Counterfoil No…….of C.I.D.
Unidentified. of search slip is attached.

CONVICTIONS

Sl.No	Name under which convicted	Court and District	Calendar Number and Date	Section	Sentence	Jail and Jail Admis-sion Number	Police Station and Crime Number	Number and Names of identifying Police Officers.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1 2 3 4 5								

Place……..…. Signature……

Date……. Rank of Officer……

***** Score out in red ink inapplicable word.

FORM - 146 **See Order No.765-6, 767-19 and 772-1.**

FINGER PRINT SEARCH SLIP

FINGER PRINT SEARCH SLIP.	**FINGER PRINT SEARCH SLIP**	(To be returned with the Finger Print Slip for record if the person is convicted)
(To be retained by the Officer submitting the slip)	Form to be submitted with Finger Print Slip of unidentified person.	No_____of 20 S.R.
No.	(To be filled in the officer submitting the slip).	To be filled up in the Bureau)
Name given by accused	No. Dated: 20 .	To
Date of despatch of slip	District	The
Finger Print Bureau to which sent	Name given by accused Father's name……Village… Police Station…….District... Date of taking	His No. Dated: 20 Name given by accused Father's name Date of receipt of slip Traced (Particulars to be given on the otherside) or untraced.
	Date of despatch of slip The impressions Section under which sent up	Remarks, if any.
	Name (in full) of the officer taking the impressions.	dated :
	Date of expiry of remand. Address to which slip should be returned	Director Finger Print Bureau
	Remarks, if any	
	Name and official designation in full of the officer submitting the slip.	

Particulars of the Person if traced.	**Search Slip**
Name under which traced Son of Caste Village Police Station District Convictions.	(To be filled up in the Bureau) Name under which traced Son of Pigeon hole No. Date of the receipt of slip Date of reply Remarks if any
Reference should now be made to the District where convicted to prove identity and previous convictions and the result reported as soon as the case is disposed of. If witnesses to prove identity are not forthcoming, services of an expert should be applied for and the previous convictions proved under the Amendments to Sections 45 and 73, Indian Evidence Act of 1872, contained in Act V of 1899.	Classified by Checked by Searched by Date :
Director Finger Print Bureau Police Head Quarters	Director Finger Print Bureau Police Head Quarters

7. In the year 1999, State Police acquired an AFIS (Automated Finger Print Identification System) and all the 10 digit Finger Print records slips of State Finger Print Bureau including its District Units were computerized and a database created. This Finger Print slips database consist two types of slips. (1) one is FP slips of all individuals convicted (766-18) for the PIN number (Personal Identification Number) and physical slips lies with State FRB. (2) The second type of Finger Print slips are of all accused arrested (766-19) in the Districts and sent for search against the convicted Finger Print records database to know the antecedents and previous criminal history. The physical slips of these slips lie with the concerned District FPB units only.

Finger Print Bureaux

8. In each State, there is a Finger Print Bureau in which the fingerprints of criminals are kept on record. Finger Print Bureaux of the States are located at the following places:

Andhra Pradesh	…	Amaravathi
Andaman & Nicobar Islands	…	Port Blair
Arunachal Pradesh	…	Itanagar
Assam	...	Guwahati
Bihar	...	Patna
Chattisgarh	…	Raipur
Delhi (State)	...	Delhi
Goa	…	Panaji
Gujarat	...	Ahmedabad
Haryana.	…	Karnal, Madhuban
Himachal Pradesh	…	Shimla
Jammu & Kashmir	…	Srinagar
Jharkhand	…	Ranchi
Karnataka	...	Bangalore
Kerala	...	Thiruvananthapuram
Madhya Pradesh	...	Bhopal
Maharashtra	...	Pune
Manipur	...	Imphal
Meghalaya	...	Shillong
Mizoram	…	Aizol
Nagaland	…	Kohima
Orissa	...	Bhubaneshwar
Pondicherry State	…	Pondicherry

Punjab	...	Phillaur
Rajasthan	...	Jaipur
Sikkim	...	Gangtok
Tamil Nadu	...	Chennai
Telangana	…	Hyderabad.
Tripura	...	Agartala
Uttar Pradesh	...	Lucknow
Uttaranchal	…	Dehradun
West Bengal	...	Kolkata

9. The Central Finger Print Bureau at New Delhi, attached to the National Crime Records Bureau is functioning at East Block VII, R.K. Puram, New Delhi 110066 (Ph No. 011-26172349) tele fax. Correspondence can be made with the Director CFPB at this address.

10. Address of the Andhra Pradesh Police Finger Print Bureau : CID. A.P. Amaravathi.

The Government of AP vide G.O.Ms. No. 7 (Fin HR-II) dept. dt. 19-01-2017 created 4 posts of DSP (FPB), 2 Posts of Inspectors (FPB) and upgraded 30 posts of ASIs to that of SI of police (photography) including ASI photography as SI (photography)

Fingerprints and the scene of crime

766-1. Fingerprints found at the scene of crime are known as chance prints. These prints are found in three forms, i.e., visible prints, plastic prints and latent prints (Invisible Prints).

A. **Visible prints** are those made by fingers smeared with some coloured substances like blood, ink, paints, etc. Such prints can be seen easily with the naked eye and require no development. They can be photographed for preservation and comparison.

B. **Plastic prints** are those made on plastic or pliable materials such as soap, melted candles, wax, tar, adhesive gum, etc. These prints also need no development and can be photographed directly using oblique light.

C. **Latent prints** are those formed by the medium of sweat and they are the most common type of chance prints available at the scene. As the name indicates, and since they are formed through the medium of sweat, they are indistinct and cannot be seen as easily as other types of prints. These have to be developed either by chemical methods or by use of appropriate lighting/ rays (UV, IR etc.) in order to make them visible before they are photographed.

Procedure for preserving the scene of crime and for searching of chance prints

2. The first duty of a police officer on arriving at the scene of crime is to instruct everyone to keep his hands off the articles to be examined for latent prints. The search for chance prints should be conducted carefully and systematically. The search should start from the point of entry into the premises, such as windows, ventilators, chimneys, roof holes, skylights where chance prints are most commonly found. Thereafter the search should extend to all places at the scene where the culprits moved during the commission of crime, ending at the point of exit. All the articles suspected to have been disturbed or handled by the offenders during the commission of offence should be thoroughly examined.

3. Articles bearing chance prints at the scene of crime have to be preserved from damage by unwanted persons and climatic conditions before the expert examines them. Great care is to be taken by the Police Officer reaching the scene first, to keep away-unconcerned persons and by collecting movable articles, left in the open, and placing them in a safe place. A cover should be put over immovable articles, protecting the chance prints from sun, rain and dust. While doing so, no damage should be caused to the prints already existing on the articles. The Police Officer should not leave his own prints on them.

Development of Latent Fingerprints

4. Latent (Invisible) fingerprints found on various items at the scene of crime can be developed to render them visible by spraying powders, solutions and gases depending on the background and nature of print.

5. In case the articles are to be sent to the FPB for expert's examination, they should be packed with care and security by the Investigating Officer, so that no damage is caused to the prints or articles during packing or transit either by careless handling or friction from packing material.

Lifting of latent prints

6. When chance prints are found in narrow nooks and corners, or the inner surfaces of jewel cases, jars and flower vases, where it is not possible to photograph them, the clues of evidence should be secured and preserved by the process of lifting. The method adopted in lifting FPs is to press the gummy

surface of a transparent cellophane tape against the developed chance prints without forming air bubbles lift it and transfer them to a contrast liftcards. Lifting should be resorted to only for those prints where photography is not possible, as there is every risk of the prints getting partly or wholly damaged in the process. Lifting of chance prints also can be done on all surfaces after photography, making use of latest methods like iodine fuming, ninhydrin, glueing and applying multiple wave length light derived from Polilight, Poliray etc. or Laser beams.

7. A. Write the name of the individual on the FP slip before taking his fingerprint

B. Furnish the address on a search reference as to whom the result of search has to be communicated.

C. Furnish crime number on search reference at the time of arrest and also on conviction memo after conviction of an individual.

D. Always use proper ink and pressure while taking fingerprints.
Fingerprints obtained on FP slips to be sent to FPB should be clear and fully rolled.

E. Fingerprint slips along with a conviction memo must be sent to District F.P. Unit and FPB for record after an individual is convicted.

F. Attest the conviction particulars entered on the reverse of the FP slip to be sent along with conviction memo to FPB without fail.

G. Promptly report to FPB, in Form 147, about OV criminals in SHO's jurisdiction.

FORM - 147 **See Order No.766-7G and 779-1.**

REPORT TO THE FINGER PRINT BUREAU OF PERSONS WANTED

I. Name of the person wanted with aliases, Aadhar card No. :

II. F.P.B. Serial No., or if not available, date of Despatch of F.P. slip by the D.C.B. to the Bureau for record. :

III. Father's name, Ph.No. and address :

IV. Name of convictions. :

V. Particulars of last conviction. :
Name under which convicted :
Court :

Date of sentence :

Case No. :

Sentence :

Jail and Jail No. :

VI. Why wanted— :

Station Crime number, Section and Date of warrant :

VII. To whom intimation should be sent when traced :
Submitted to the Finger Print Bureau through the Superintendent of Police ..... District

Station :

Dated: 20. : Officer in-charge of the Station.

Received report from.....Station on.....and intimation will be sent when traced.

Director,
Finger Print Bureau,
Police Head Quarters

H. Remember always to use separate containers for preserving severed fingers of an unidentified dead body.

I. Never allow any unauthorized person to disturb the scene of crime or articles there and damage physical evidence left on them before the arrival of FP Expert.

J. Always take care of the scene of crime articles which are exposed bearing chance prints by providing shelter or cover to protect them from sun, rain, dust etc., to prevent damage to the clues, before they are examined by an FP Expert.

K. Always make it a point to utilize the services of a Fingerprint Expert if any chance prints are suspected to exist on any article at the scene of crime.

Finger Prints Terminology

767-1. **Finger Prints**: Finger Prints include prints of the thumb, either 'rolled' or 'plain'.

2. **Rolled Prints**: are prints obtained by completely rolling the inked thumb or finger on the paper.

3. **Plain Prints (Touch Prints)**: A 'plain' or 'touch' print is obtained by lightly pressing the inked bulb of thumb or finger upon the paper without any turning movement.

4. **Digit**: Means a finger, thumb or toe.

5. **Ten digit finger print slip**: A sheet of printed proforma (Form No. 145) on which the prints of all ten fingers of a person/criminal/suspect are obtained by the IO for being sent to FPB for record/search.

6. **Finger Print Patterns**: The finger print patterns are four types: (i) Arch (ii) Loop (iii) Whorl (iv) Composites.

   A. **Arch**: In plain Arch, the ridges flow or tend to flow from one side to the other, with a rise or wave in the centre.

   B. **Loop**: A loop is a pattern in which one or more ridges recurve in the form of staples, with only one delta ordinarily.

   C. **Whorl**: The whorl has two deltas and at least one ridge making a complete circuit, which may be spiral, oval, circular, or any variant of a circle.

D. **Composite**: A composite is a pattern with combination of two or more patterns either of the same or different types in one print.

7. **Core**: Core is the inner terminus which is the approximate centre point of the pattern.

8. **Delta**: Delta is the outer terminus of the pattern.

9. Chance Print: The prints likely to have been left by criminals at the scene of crime are known as 'chance prints'. Such prints are of three types. (A) Visible (B) Semi visible or plastic prints and (C) Latent.

10-A. **Visible prints**: These prints are caused through media of colour, such as ink, blood, grease etc., and can be seen with naked eye.

B. **Semi visible or plastic prints**: These prints are caused on soft substances like soap, paraffin, melted wax etc., due to the pressure of fingers. These prints can be seen under oblique light.

C. **Latent prints**: The prints which cannot be seen normally and are made visible by development.

11. **Identified**: 'Identified' means a person whose residence and antecedents are fully known to the investigating officer.

12. **Unidentified**: 'Unidentified' means a person whose residence and antecedents are not known.

13. **Traced**: 'Traced' means a person whose antecedents and previous history have been established from the records of the Finger Print Bureau.

14. **Untraced**: 'Untraced' means a person against whom no previous convictions could be established from the records of the Finger Print Bureau.

15. **Convicted**: 'Convicted' means a person who has been found guilty for the first time by a Court of Law for any offence.

16. **Re convicted**: 'Re convicted' means a person who, having been convicted on one or more previous occasions, is again convicted.

17. **Finger Print Slips**: 'Finger Print Slips' are of two types: (A) Finger Print Record Slip and (B) Finger Print Search Slip.

18. **Finger Print Record Slip**: 'Finger Print Record Slip' is the finger print slip of a person prepared in Form 145 immediately after he is convicted or re convicted and sent for record to the Finger Print Bureau along with Court Disposal Form (Conviction Memorandum).

19. **Finger Print Search Slip**: 'Finger Print Search Slip' is the finger print slip of a suspect taken on Form 146 by the Station House Officer and sent for search to the Finger Print Bureau with Form 146 in order to know his antecedents.

20. **Proficient**: 'Proficient' means a police officer who is well acquainted with the process of taking clear and well rolled finger print impressions.

21. **Searcher (FP Asst. Sub Inspector)**: A "Searcher" means an officer who has been declared by the Director, State Crime Records Bureau, AP, Police Head Quarters, to be competent to examine and classify finger impressions.

22. **Expert (FP Sub Inspector)**: An 'Expert' means an officer who has passed the All India Board Examination for FP Experts conducted by CFPB, NCRB, New Delhi, and who has been declared by the Director, State Crime Records Bureau A.P., Police Head Quarters, to be competent to examine, classify and give expert opinion on finger impressions.

23. A 'Foot Print Expert' means an officer, not below the rank of a Sub Inspector of Police, who has been declared by the Director, State Crime Records Bureau A.P., Police Head Quarters, to be competent to take, examine, identify, and give expert opinion on foot print impressions.

24. **Provisional Criminal Number (PCN)**: It is a 12 digit number which is given by the police station to each person arrested on suspicion, in respect of whom a finger print search slip is sent to the Finger Print Bureau for tracing his antecedents.

25. **Regular Criminal Number (RCN)**: It is a 12 digit number allotted by the Finger Print Bureau to a criminal when his finger print slip is received for record in the State Bureau after his first conviction. This number does not change on subsequent conviction(s) of the criminal.

26. Fingerprint Analysis and Criminal Tracing System (FACTS) is a computerized fingerprint identification system by which even a single chance print can be compared with the entire data base of all finger prints maintained by the Finger Print Bureau.

27. **Measurement:** Measurement includes Finger and Foot impressions.

Nature of Finger Prints - Procedure and Precautions

768-1. A police officer is competent to take measurements and photographs of a person who is convicted for an offence punishable with R.I. for one year or more or of a person who is ordered to give security for good behavior U/s 118 Cr.P.C. A police officer is competent to take measurements of a person only if that person has been arrested during investigation as per section 3 and 4 of Identification of Prisoners Act. Police Officers must comply with the following instructions in Fingerprint Work.

Finger Prints of un identified dead bodies

2. Finger Prints of lepers should not be taken on any account. Fingerprints of persons suffering from contagious or infectious diseases should not also be taken until completely recovered.

Finger Prints: By whom to be taken

3. Finger impressions shall be taken only by officials who are well acquainted with the procedure of taking clear and fully rolled impressions (preferably by the investigating officer or the SHO himself).

Method of taking Finger Prints

4-A. **Appliances**: The appliances required for taking finger prints comprise a glass slab, a rubber roller and printer's black ink (thumb impressions ink). These must be kept scrupulously clean and free from dust, grit and hairs. The slab should be freshly cleaned before use each day, all particles of old ink being rubbed off. The roller, when not in use, should be kept wrapped up in a piece of clean oil paper. Both slab and roller should periodically be cleaned with soap, benzene or kerosene. The pot of ink should be kept tightly closed when not in use. The table used should be of correct height to keep the subjects' fore-arm in a horizontal position.

B. **Preparation of appliances**: The slab must be perfectly smooth and should be wiped free of dust before use. A small quantity of ink should then be put on the slab and the roller used to bring it down to the finest possible film, so that the glass is dimly visible through the ink. Experience has shown that it is easier to start with a very small quantity of ink and to increase it as necessary. If excessive ink is applied to the slab, a sheet of paper laid on it and rolled over with the roller will generally reduce it sufficiently. If the ink is dry and thick, it will be found that with a little perseverance it can be worked up smooth on the slab.

C. **Inking the fingers**: The fingers of the subject should be rubbed clean and dry, as the slightest perspiration on the finger will cause blotches and blur the print. Only the inner portion of the upper phalanges of the fingers should be inked. To take a 'rolled' impression, the finger should be placed on the inked slab, the plane of the nail being at right angles to the slab, and turned over till the bulb surface, which originally faced to the left, now faces to the right. For a 'plain' impression, the ridge surface of the finger should be placed flat on the inked slab. The operator should always keep the subject towards his right and uniform pressure maintained throughout the rolling process keeping control over the subject's hand and fingers. The operator should not talk or otherwise distracted while taking finger prints to avoid recording a print in wrong place.

D. **Taking impressions**: Prints must be taken on the authorized Finger Print Slip (Form 145). In the slip, space has been provided for the 'rolled' prints of all the ten digits, as well as for the 'plain' prints of the four fingers of each hand. The headings of the slip are self explanatory.

E. **Slips to be folded for taking 'rolled' prints**: For convenience in taking 'rolled' prints, the slip should be folded at the line indicated and the fold placed in line with edge of the table.

F. **Order of taking prints**: The 'rolled' prints of the right hand should be taken first, each finger being inked and impressed before the next finger in rotation is inked. When the 'rolled' prints of all the fingers of the right hand have been taken, the 'plain' prints of the four fingers of that hand simultaneously should be taken in the space provided for them on the slip. The operator should then proceed to take the prints, 'rolled' and 'plain' of the left hand in a similar manner.

G. **Entry of details on slips**: After the finger prints of both hands have been taken , the slip should be turned over and print of the subject's left thumb should be taken in the space provided for the purpose. The subject's name, residence, and details of conviction should immediately be filled in on the reverse of the form and he (the subject) should then sign on the form or put his thumb impression, if unable to sign.

H. The Finger Print Slips of one subject should be completely filled in, before that of another is commenced, to avoid the risk of the particulars of a subject being entered in the wrong slip.

Points to be noted in preparing FP slips

5. The following points should be specially noted in preparing FP Slips:

   A. Impressions must invariably be taken with the tip of the finger pointing to the top of the form, except in the case of the 'plain' print of the left thumb on the reverse of the slip.

   B. The 'rolled' prints should show the complete contour of the bulbs of the fingers. One delta in the case of the 'loops' and two in the case of "whorls" should be visible.

   C. The 'rolled' print of each finger must be taken in the space allotted for that finger and the impression should not project beyond that space. The impression of only the upper phalanx of the finger should appear.

   D. All names, whether of persons or places, should be written legibly. All entries should be in English or Telugu and as concise as possible. Convictions should be entered in chronological order.

   E. On the FP Slips of females, whether sent for search or record, the word 'Female' should be written boldly in red ink on the top right hand corner of the slip containing impressions.

   F. In the case of convicts who remain unidentified, of the two words 'unidentified' and 're-convicted' appearing on the top left hand corner of the slip containing the entries of convictions, the word 're-convicted' should be scored out in red ink.

   G. In the case of re convicted persons whose finger prints are known or believed to be already on record, the word 'unidentified', of the two words referred to in (F) above, should be scored out in red ink, in order that it may attract special attention in the Bureau and render it impossible for two different slips of the same person being kept on record.

   H. FP Slips for dispatch should be so folded that the creases of fold do not run through the prints.

Deformities

6. If a finger is missing or is so deformed that it is impossible to obtain an impression that fact should be noted in ink in the space allotted for that finger by words 'missing' or 'deformed'. In the case of double fingers, the prints of both the fingers should, if possible, be taken; otherwise the print of the more prominent of the two should invariably be taken. Deformities, cuts,

scars and disease marks interfering with the clarity of the impressions should be fully described and it should be stated if they are temporary or permanent. Fingerprints of persons suffering from open cuts or scars in any of the upper phalanges of the fingers should not be taken until the cuts or scars have healed.

Extra fingers

7. If a person has more than five fingers on a hand, impressions of the thumb and the four fingers next to it should be taken in the squares allotted to them on the slip. If the extra finger is outside the thumb, its impression should be taken in the space on the slip before the thumb, and if it is outside the little finger, in the space after the little finger.

Persons whose finger prints are to be taken for record

769. Finger Prints of all persons mentioned below (juveniles, adults, males, females or eunuchs) should ordinarily be taken for permanent record:

1. All persons convicted of offences under Chapters XII and XVII of the Indian Penal Code, which are punishable with rigorous imprisonment for a term of one year or more.
2. All persons convicted of any offence under Chapter VI of Indian Penal Code, or of sabotage or subversive activities against the State.
3. All persons convicted of offences with rigorous imprisonment of one year or upwards and those convicted u/s 170 IPC.
4. All persons convicted under the Arms Act, NDPS Act or Excise Act, who are suspected to be smugglers in arms, Narcotics etc. entailing enhanced punishment on reconviction.
5. All persons convicted of smuggling gold, currency and valuable articles under the Foreign Exchange Maintenance Act.
6. All persons ordered to execute bonds under Sections 109 and 110 of CrPC.
7. All traffickers in women and children who are convicted under Sections 363, 366A, 366B, 370, 370A, 372, 373 of the Indian Penal Code read with sections 3 to 18 of Protection of Children from Sexual Offences Act, or sections 3 to 7 of Immoral Trafic prevention Act, 1956.
8. All persons convicted under Section 5 of the Telegraph Wires (Unlawful Possession) Act, 1950, for unlawful possession of telegraph wires.

9. All persons convicted under Railway Property (Unlawful Possession) Act, 1966.

10. All professional criminals and persons of dangerous character externed from any area under any State Act.

11. All foreigners externed under the Foreigners Act, 1946.

12. All members or leaders of organized crime syndicates and approvers in gang, dacoity and criminal conspiracy cases.

13. Persons whose measurements or photographs are taken but released discharged without trial or acquittal shall be destroyed unless the court, District Magistrates or SDM for reasons to be recorded in writing otherwise directs (U/s 7 of Identification of Prisoners Act).

14. All persons convicted for attempt or abetment (Section 511 or Section 109/ 114 of the Indian Penal Code) and criminal conspiracy (Section 120 B of the Indian Penal Code) for offences mentioned in this Order.

15. All Indian nationals convicted outside India of any offence for which finger prints have been received at the State Bureau from those countries.

16. All international criminals and absconders whose finger prints are sent to the State Bureau from countries outside India.

17. All persons convicted under the Explosives Substances Act, 1908.

18. All persons convicted under the Official Secrets Act, 1923.

19. All persons convicted under Sections 126 and 128 of the Indian Railways Act, 1890.

20. Any other person whose fingerprints are ordered to be maintained by the Government of India from time to time subject to the provisions of the Identification of Prisoners Act.

21. Foreigners who are convicted for offences punishable with rigorous imprisonment for a term of one year or upward under the Indian Penal Code.

22. Persons registered under the Andhra Pradesh Habitual Offenders Act, 1962.

23. All persons, not specially provided for above, regarding whom it is considered desirable that there should be a permanent record. These include:

    A. persons of disreputable antecedents,

    B. persons who take part in violent crimes, whether political or non political, involving injury to body, life or property, and or indulge in

rigging elections by impersonating or booth capturing by violent means and convicted for the relevant offences at least once either under IPC or RP Act or known habitually to indulge and organise such activities including those for gain or other advantages.

24. The following classes of persons connected with political and terrorist offences:

A. persons who use aliases or otherwise endeavour to conceal their identity to facilitate commission of terrorist crime, or political offences and

B. persons about whom because of their hidden activities, it is desirable that there should be permanent record.

Note: The finger prints of persons, who are locals and who have been convicted of offences of trivial nature, need not ordinarily be taken.

Procedure regarding fingerprint slips to be sent by Station House Officers for record in Finger Print Bureau through District Crime Records Bureau.

770-1. It is the responsibility of SHOs of L&O/DPS/Inspector in charge of investigating unit to take the finger prints of persons who, on conviction, have to be finger printed in terms of Order 769 above.

2. Five sets of finger prints (three sets only in the case of persons falling under items (21) to (23) of Order 769) shall be taken on the arrest of an accused person and the name and other particulars filled in, immediately after the prints have been recorded.

3. Resistance to, or refusal to allow, the taking of finger prints is an offence under Section 186 of the Indian Penal Code read with Section 6 of the Identification of Prisoners Act. If a person, who is required to allow his finger prints to be taken, resists, or refuses to allow, the taking of the same, it shall be lawful, under Section 6 (1) of the Identification of Prisoners Act, to use all means necessary to secure his person for taking such prints.

4. The Station House Officer or the concerned officer will, at the time of arrest, fill up the description of the arrested person in Form 146, sign on the first page, and send one set for search direct to the State Bureau.

5. If the person charged is convicted, all the particulars of the conviction should be filled in and, if the convict has previous convictions, all particulars of his previous and present convictions in the chronological order with their Finger Print Bureau serial numbers and regular criminal number shall be entered in the second and third sets of finger print slips and forwarded to the District

Crime Records Bureau, together with the Court Disposal Form (Conviction Memorandum).

6. The finger print slip should be folded in accordance with the directions on the form.

7. Should the Superintendent of Police decide on the Court Disposal Form (Conviction Memorandum) that the finger prints of an accused person undergoing imprisonment in a jail are to be recorded, the Court Disposal Form (Conviction Memorandum) will be numbered and forwarded with the finger print slip to the District Crime Records Bureau of the district, in which the jail where the prisoner is imprisoned, is situated. If the finger print slip is obviously unfit for record in the Bureau, the Finger Print Head Constable attached to the District Crime Records Bureau of the district in which the jail is situated will prepare a fresh slip and make it available to Finger Print Expert, who will proceed according to the instructions in Order 775.

8. Persons who are likely to pass quickly out of custody : In the case of a person sentenced to fine or imprisonment in the sub jail, the Station House Officer will proceed as directed in sub order (7) above. If the Superintendent of Police or, subject to his general supervision, the Sub divisional Officer, decides that it is unnecessary to send the finger prints for record, the slip will be destroyed. If he decides to the contrary, he will forward the finger print slip direct to the State FP Bureau for record and return the Court Disposal Form (Conviction Memorandum) to the Station House Officer. Such finger print slips and Memoranda will be numbered and placed on the file but will not be submitted to the Expert (Tester).

Finger Print Slips to be sent for record to the Central Finger Print Bureau through the State Bureau.

771-1. Finger print slips of all persons convicted for offences mentioned in the Order 769 should be sent to the State Bureau, along with a duplicate finger print slip in each case for record in the Central Finger Print Bureau. The finger print slips intended for record in the Central Finger Print Bureau should be sent through the State Bureau and not direct. However the finger print slips of suspects, intended for search to trace their antecedents, can be sent to CFPB directly by the SHO.

Procedure for sending finger print slips by DCRB to the State and the Central Bureau

2-A. One set of finger print slips of all persons convicted of any offence mentioned in items (1) to (23) of Order 769 shall be prepared by the District Crime

Records Bureau for being sent to the Central Finger Print Bureau, in addition to the number of sets required for the State Bureau.

Andhra Pradesh Police	**Andhra Pradesh Police**	**Andhra Pradesh Police**	**Andhra Pradesh Police**
OfficeCopy. Cheque No. Dist. Dated: To The Superintendent of Police Central FPB, Calcutta Through The Director, FPB, Andhra Pradesh, Forwards F.P. Slips of the convicts named below for record Superintendent of Police .....District Serial No. ..... Name ..... Father's Name	To be filed in CFPB Cheque No. Dist. Dated: To The Superintendent of Police Central FPB, Calcutta Through The Director, FPB, Andhra Pradesh, Forwards F.P. Slips of the convicts named below for record Superintendent of Police .....District Forwarded Director, FPB., Sl. No. Name A.P.FPB. Sl. No. Central FPB. } Classification.}	To be filed in FPB Andhra Pradesh, Cheque No. Dated: To The Director, FPB., Andhra Pradesh, Acknowledges the receipt of the FP Slips of the following convicts sent for record. FP Classifications are noted against each. Superintendent of Police, CFPB, Calcutta. Sl. No. Name A.P.FPB. Sl. No. Central FPB. } Classification.}	To be filed in DCB Cheque No. Dist. Dated: To The Superintendent of Police .....District Through The Director, FPB, Andhra Pradesh, Acknowledges the receipt of the FP Slips of the following convicts sent for record. FP Classifications are noted against each. Superintendent of Police, CFPB, Calcutta. Forwarded Director, FPB., Sl. No. Name A.P.FPB. Sl. No. Central FPB. } Classification.}

B. The District Crime Records Bureau, with the help of District Finger Print Unit staff, should scrutinise the slips for clarity of prints and the correctness of entries before sending these slips for record to the State and Central Bureau.

C. While sending finger print slips for record, despatch memoranda (Form 148) should be used, filling the relevant entries in all the foils of the Form.

FORM - 148 See Order No.771-2-C,771-2-D.

PROFORMA FOR SENDING FINGER PRINT SLIP TO CFPB.

D. All finger print slips of convicts for record at the Central Finger Print Bureau shall be sent in triplicate despatch memoranda (Form 148) through State Bureau. When the State Bureau sends finger print slips for record to other Bureaux, it shall issue triplicate despatch memorandum along with these finger print slips.

E. In no case, should finger print slips of more than ten persons be sent under a single despatch memorandum.

Procedure for sending finger print slips by the State Bureau to the Central Bureau

3-A. The State Bureau shall maintain a register (in Form 149) to keep an account of the despatch memoranda received from the District Crime Records Bureaux.

FORM - 149 See Order No.771-3- A.

REGISTER FOR FINGER PRINTS TO BE MAINTAINED IN STATE BUREAU FOR CENTRAL FINGER PRINT BUREAU

District.....

State.....

Serial Number	Date of receipt	Despatch Cheque or Invoice number and date	Number of Finger Print slips sent	Number of slips returned to district for correction	Number of Finger Print slips sent to Central Finger Print Bureau by State Bureau	Signature of Expert taking action	Date of receipt of the D.C. or invoice with classification formula from Central Finger Print Bureau	Date of despatch of D.C. or invoice to the district	Signature of the Expert taking action.	Local Bureau Finger Print number	District Finger Print Number	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

B. The State Bureau, on receipt of finger print slips meant for record at the Central Bureau, shall once again examine the clarity of finger impressions, scrutinize the order of impressions and entries on the slips, and return to the District Crime Records Bureau those finger print slips that are unfit for record or do not contain full particulars.

C. The State Bureau, which is to issue despatch memoranda for sending finger print slips to the Central Finger Print Bureau, New Delhi shall also maintain a register similar to one mentioned at (A) above.

D. The State Bureau shall forward to the Central Bureau only such finger print slips that are fit for record and contain correct particulars.

E. The State Bureau shall keep an account of the finger print slips returned to the District Crime Records Bureau for rectification of defects.

F. The State Bureau shall ensure that all finger print slips returned for rectification of defects are submitted to the Central Bureau under a fresh despatch memorandum.

G. All intimations regarding absconders shall be sent by the State Bureau to the Central Bureau (and, if required to the FPBx of other States) under a despatch memorandum along with a finger print slip, if available, with particulars of the case in which they are wanted, and the office to which the intimation of arrest is to be given (in BLOCK LETTERS).

H. In the case of intimation regarding absconders, whose finger print slips are not available, the State Bureau shall send a photocopy of the F.P. record slip of the State under a despatch memorandum.

I. The State Bureau shall ensure that finger print slips of persons convicted for the first time and finger print slips of persons re convicted are sent under separate despatch memoranda.

J. In sending finger print slips of persons traced by the Central Bureau, the formula supplied by the Central Bureau on the search slip shall be noted on the finger print record slip of the State Bureau.

K. The State Bureau, on receipt of duplicate despatch memoranda, with classification formula, from the Central Bureau, shall file one copy at the State Bureau and send the other to the District Crime Records Bureau.

L. The State Bureau shall ensure that intimation regarding absconders is despatched to the Central Bureau within a week from the date of its receipt of the information.

M. The State Bureau shall ensure that all finger print slips meant for record at the Central Bureau are despatched within a week from the date of its receipt of the slips.

N. The State Bureau shall ensure that one extra copy of each finger print slip of inter State/international criminals, illicit fraud explosives traders and smugglers, 'auto' thieves, hotel thieves, poisoners, forgers of currency, cheats and coiners those who deal in forged or false travel documents and certificates is taken for single digit record at the Central Bureau and sent to the Central Bureau with a short note on the *modus operandi.*

O. The State Bureau shall bring to the notice of the Central Bureau all new features regarding the science of identification from fingerprints observed by them and any forgery of fingerprints, which they may come across.

P. The State Bureau may refer to the Central Bureau for scrutiny any case of difference of opinion arising between two State Bureaux.

Q. The State Bureau may seek the help of the Central Bureau in solving all problems relating to the science of identification from papilary ridges.

R. All correspondence with the Central Bureau shall be addressed to the Director, Central Finger Print Bureau/NCRB, RK Puram, East Block VII, New Delhi 110066. (NCRB Ph Nos. EPBAX 011-26105353, 011-26172324)

Search slips to be sent by Police Stations and Investigation Units

772-1. The finger prints of all unidentified persons who are arrested as suspects or are under trial on a criminal charge will be taken on Form 145 by the SHO/ IO and submitted to the District Finger Print Bureau for search with a Search Slip in form 146. In such cases, the search slip should contain full details of the circumstances under which the suspect has come into the hands of the police and also information regarding convictions, with the Bureau serial numbers, if known. The State Bureau will return the counterfoil of the search slip, duly filled in, for file with the trifoil in the Police Station.

2. For this purpose, every person in custody whose residence and antecedents are not known or have not been fully ascertained during police investigation, or of persons, who, though known, have been out of view for some time, will be considered to be 'Unidentified'.

3. **Action after conviction**: If the person is convicted, the counterfoil of the search slip should be returned to the State Bureau with Finger Print Slip for record.

4. The finger prints of all unidentified persons who are arrested as suspects or are under trial on a criminal charge, taken on Form 145 by the Station House Officer, will be forwarded also to the District Finger Print Unit of the district for comparison with the ten digit Finger Print Record maintained by them as also the photo chance prints.

Submission of Finger Print Slips for search to the Bureau of the State of arrest as well as to the Bureau of Home State of the criminal

773-1-A. The Finger Print slips of all unidentified persons reasonably suspected to be residents of, or to have extended their criminal operations to another State or States shall be sent for search direct to the Bureau/ Bureaux of the State or States of which they are residents or to which their operations are believed to have extended.

B. Copies of all such slips should be sent to FPB, Police Head Quarters as well for search and on the slip sent to FPB, Police Head Quarters, it should be indicated to which other Bureaux slips have to be sent for search.

Method of proving previous convictions in traced cases

2-A. If on the return of the search slip from the Bureau, it is found that previous convictions have been traced against the accused, steps should be taken to prove such previous convictions, when necessary, under Section 298 of the Code of Criminal Procedure, 1973 (Act No.2 of 1974) which requires:

a. that a certified copy of the previous conviction should be filed; and
b. that the identity of the accused should be proved.

B. **Proof of last conviction will generally suffice**: In the case of a person who has been previously convicted more than once, it will generally be suffice to prove last conviction only, provided that the former convictions were proved in that case and are mentioned in the judgment.

C. **Method of proving identity of accused** : The identity of the accused should ordinarily be proved by the evidence of a police officer who is personally aware of the previous convictions or by a prison officer who can recognise the accused as the prisoner who underwent the previous sentence. However, if such witnesses to identity cannot be obtained, identity may be proved under Section 45 and 73 of the Indian Evidence Act, by means of expert evidence, for which purpose the record slip must be obtained from

the Bureau by which the accused was traced and services of an "Expert" requisitioned from the State Finger Print Bureau at Police Head Quarters.

Finger Prints of persons convicted in one State whose origin is another State

774-1. The finger prints of persons convicted in one State who are believed to have had their origin in another State, though not actually identified as residents thereof shall be taken in triplicate and sent to the Bureau of this State, one copy for record in the State Bureau, one copy for the Finger Print of the District Unit for record and comparison with the photo chance prints and the third for transmission to the Bureau of the State of origin of the convict.

Finger Prints of adolescents sent to a special Institution

2. The Finger Prints of an adolescent sent to special institutions like Juvenile Homes should be sent for record to the Bureau of the State of which he is a resident and a copy kept in the Bureau of the State in which he is convicted.

Transfer to another jail

3. If a convict is transferred from a jail in one district to a jail located in another district before the arrival of the Tester (Expert), the Superintendent of Police of the district from which the prisoner has been transferred will forward the finger print slip and Court Disposal Form (Conviction Memorandum) to the Superintendent of Police of the district to which the prisoner has been transferred where it will be placed with the other slips of the district awaiting test. In case of a district without a district/central jail the finger print slips and the Conviction memoranda will be sent to the Superintendent of Police of the district where the jail in which the convict is imprisoned is located. Such slips with the conviction memoranda will, after test, be returned to the Superintendent of Police of the district of conviction for transmission to the State Bureau.

Responsibility of Tester (Expert)

775-1. The Tester (Expert), while proceeding to a jail to test the slips, will take with him the files containing the Court Disposal Forms (Conviction memoranda) and fingerprint slips, besides a letter from the concerned Superintendent of Police addressed to the jail authorities. In conducting the test, the Tester (Expert) will prepare for each prisoner a slip in Form 150 and will satisfy himself that the prints have been properly taken on the original finger print

slips and that they are those of the convict named in the slip, that all the particulars recorded in the slip are correct, that all convictions are properly and correctly entered and that the required number of copies have been taken. Any mistakes should be brought to the notice of the Superintendent of Police. Finger print slips on which the impressions are blurred or indistinct should be rejected and should be replaced by fresh slips prepared by the Tester (Expert); but where the finger print slips prepared by the Station House Officer are sufficiently clear, those slips should be sent to the State Bureau for record.

FORM - 150 **Order No. 775-1.**

TESTER'S FINGER PRINT SLIP

Name of convict..... Jail No.....

LEFT HAND	RIGHT HAND
Plain Print of the four fingers. Taken simultaneously.	Plain prints of the four fingers. Taken simultaneously.
Rolled impression of Left thumb.	Rolled impression of Right thumb.

****

2. After having tested the slips, the Tester (Expert) will note the word "Tested" with his initials and date (i) against the prisoner's name in the jail admission registers, (ii) in the District Crime Records Bureau Finger Print Register, (iii) on the back of the conviction slips, and (iv) on the history tickets.

3. The Tester (Expert) is responsible for the correctness of the convictions and all other details entered by him or the Station House Officer on the reverse of the slip. He will sign each slip that he has tested and his signature will be held to show that he has verified the sentence, previous convictions and personal details of the convict from the judicial and jail records.

Disposal of finger print slips and Court Disposal Forms (conviction memoranda)

776-1. Finger Print Slips and Court Disposal Forms (conviction memoranda), after they have been tested will be made over by the Tester (Expert) to the Superintendent of Police, who will send the slips with their relative Court Disposal Forms (conviction memoranda) to the State Bureau, provided that the time of appeal is over or the appeal (if any) has been decided.

2. Every finger print slip sent for record in the State Bureau shall be accompanied by its relative Court Disposal Form (conviction memoranda). The State Bureau will return the Court Disposal Form (conviction memorandum) duly signed by the Director, Finger Print Bureau, with the PIN (Personal Identification Number) should be mentioned and Regular Criminal Number noted in the space provided for the purpose. On receipt of the Court Disposal Form (conviction memorandum) from the State Bureau, the Superintendent of Police will send it to the Station House Officer, who will enter the Bureau serial number and Regular Criminal Number in the concerned Station records and keep the conviction memo in connected file. In subsequent references to the State Bureau, this serial number shall invariably be quoted.

Number of copies of slips required for record

777-1. Of ordinary convicts convicted in their home State, two copies will be taken, one for record in the State Bureau and one in the District Finger Print Unit of the concerned district.

2. Of all convicts, who;

A. are wanderers, unidentified or whose operations are known to extend beyond the limits of their home State, or

B. though residents of the State of conviction are really outsiders and are thus likely to have relations with criminals of other States, or

C. have been notified under the Andhra Pradesh Habitual Offenders Act, 1962, and are known or believed to be connected with organised gangs in other States, or

D. have been convicted of theft of firearms and ammunition or under Arms Act, NDPS Act or Excise Acts, in circumstances which render it likely that they are illicit inter State dealers in arms and ammunition, opium, cocaine, drugs or psychotropic substances, or members of an organised crime syndicate or a terrorist.

E. who have been convicted under Section 328 r/w 379 of the Indian Penal Code, if the offence was of a professional type or under Sections 231 to 253 of the Indian Penal Code, and Sections 489 A to 489 D and who are believed to be operating in other States, as many copies will be taken as are required for record in (i) the State Bureau, (ii) District Finger Print Unit (iii) the Bureau of the State of which the convicts are alleged to be residents or to which their operations are known to have extended, and (iv) the Central Finger Print Bureau, NCRB, New Delhi.

3. Of a foreigner convicted of an offence of the type in which finger prints would ordinarily be taken for record under the rules, the finger prints and photographs should be taken in duplicate and sent by the Superintendent of Police of the district in which the case was registered, one for record in the State Bureau and the other for transmission to the Central Finger Print Bureau.

Prisoner's Escape to be immediately reported to the Bureau

778. When a prisoner escapes from police or jail custody and his finger prints have been taken previous to his escape, the finger print slip, whether it would otherwise be forwarded to the State Bureau or not under the rules, should be forwarded to the State Bureau at once with particulars of the circumstances of the escape, so that it may be placed on record. When the slip has already been forwarded, it will be necessary to inform the State Bureau of the escape, in order that the slip may be suitably marked in accordance with Order 781 below.

Action on finger printed ex convicts absconding

779-1. If any person whose finger print slip has been sent for record is subsequently declared a proclaimed offender, or escapes from jail or police custody, or absconds after committing some offence, the Station House Officer will immediately send information in Form 147 to the Superintendent of Police for transmission to the State FP Bureau. The same procedure will be followed when a criminal for whom a History Sheet is maintained in a station goes out of view.

2. On receipt of the report referred to in sub order (1) above, a red slip in Form 151 will be attached to the slip so that immediate information may be given to the police by whom the absconder is wanted, in the event of the absconder's finger prints being subsequently traced. In such cases, a copy of the finger print slip, if available, or the PIN (Personal Identification Number) should be

mentioned will be sent by the Bureau receiving the report to the other Bureaux in which the absconder's fingerprints are on record.

FORM - 151 **See order No.779-2**

RED SLIP – IMMEDIATE INFORMATION TO P.S.

Absconder
O.V.K.D. of ..... Station

Name .....

Case for which wanted; date Warrant, etc. .....

Intimation of arrest to be sent to .....

Vide letter from ..... No .....

Dated .....

C.No._____ of
O.V.

Director
Finger Print Bureau,
Police Head Quarter

(To be Printed in Red Paper)

Report of deaths

780. If a convict whose fingerprints have been taken dies in the jail, the Superintendent of Police of the district in which the deceased was convicted, will forward a death report in Form 152 to the State FP Bureau. Should such convict die in jail after transfer, the Superintendent of Police of the district in which the jail is situated, will forward the death report to the SP of the district in which the deceased was convicted, who will forward the same to the State FP Bureau.

FORM - 152 **See order No.780**

DEATH REPORT OF A CONVICT

DEATH REPORT OF A CONVICT WHOSE FINGER PRINT SLIP IS ON RECORD IN THE FINGER PRINT BUREAU.	**DEATH REPORT OF A CONVICT WHOSE FINGE RPRINT SLIP IS ON RECORD IN THE FINGER PRINT BUREAU.**
1. Name 2. Father's Name 3. Residence 4. Details of last conviction 5. Date of Death 6. Jail No. 7. Date of despatch to Finger Print Bureau	1. Name 2. Father's Name 3. Residence (1) Village (2) Police Station (3) District 4. Last conviction (1) Court (2) Date and C.C.No. (3) Section (4) Sentence 5. Death (1) Place (2) Date (3) By whom reported 6. Jail No. 7. Bureau Serial No. District Station Signature

Maintenance and scrutiny of Finger Print Slips by the State Bureau

781-1. All classifications and arrangements of slips will be done in the State Bureau in accordance with the instructions contained in the book 'classification and uses of Finger Prints' by Sir E.R. Henry.

After computerization of State Finger Print Bureau, the arrangements of FP slips done away with in the District Units and State Bureau according to PIN numbers.

2. Punctual disposal of search slips: All slips received for search will be returned by the State Bureau, after due search, to the Station House Officers concerned within 24 hours of receipt, as far as possible.

3. **Slips received for record to be carefully scrutinised**: Every slip received for record shall be carefully scrutinised before being classified, checked and recorded. If found deficient in any respect, it will be returned with an objection memorandum in Form 153 for the submission of amended or fresh slip. If the prints in a slip are found to be smudged or otherwise unfit for comparison, a fresh slip has to be taken by the Finger Print Head Constable in the Jail before it was tested by the Tester (Expert).

FORM - 153 **See order No.781-3.**

FINGER PRINT OBJECTION MEMORANDUM

No.

Finger Print Bureau,
Andhra Pradesh
……..…..20.

To
The Superintendent of Police
……..

No.

……..……
……..…….....20 .

To
The Director,
Finger Print Bureau,
Andhra Pradesh.

Returns herewith the finger print slip of the prisoner named below, forwarded with his No……dated…….. for reasons noted as Point…….. .....……

(Space for Prisoner's Name)

Requests that the Name be re-submitted without delay after necessary action has been taken.

1. The rolled impressions are so faint and blurred that no sub-classification is possible.
2. The rolled impressions have not been taken in their proper places.
3. The plain impressions have not been taken simultaneously nor in the place assigned for them.
4. The plain impressions of the Right/Left hand do not tally with the order of the

rolled impressions of that hand.

5. The impression of the ……. finger has not been fully rolled.

6. The name, father's name and place of the convict's residence have not been duly noted.

7. The convictions noted on the slip are incomplete and wanting in the following particulars:-

   (a) Name of the Headquarters Station of the Magistrate or Court.

   (b) Calendar Number and date of sentence.

   (c) Section of law under which convicted.

   (d) Sentence, substantive or in default of payment of fine.

   (e) Name of Jail and Jail admission number.

   (f) Numbers and names of Police Officers to prove the conviction.

   (g) Crime Number and Name of the Police Station.

8. The previous convictions have not been entered through Section 75, I.P.C., has been applied to the present conviction.

9. The Officer preparing/testing the slip has not signed his name.

10. The Date on which the slip was prepared/ tested has not been given.

11. The slip has been submitted before the time for appeal is over.

12. The entries in the slip are in a language other than English.

13. The age of the convict has not been furnished.

14.(a) The alternate headings at the top (impression side) have not been scored out.

(b) Counterfoil of the search slip has not been attached.

Director Finger Print Bureau.

4. **Removal of slips on receipt of death report**: The slips of a person reported to have died in jail will be removed from the record and destroyed at once. In case of the reported death of a person other than in jail, the date of death will be marked in red ink across the slip, which will remain in the record for another two years when it will be removed and destroyed.

5. **Periodical Elimination of Finger Print Slips**: All slips should be examined annually and, in the absence of any special reasons to the contrary, those enumerated below shall be withdrawn from the record and also from the data entered in the computers.

A. In the case of a person who is a professional poisoner, note forger, coiner, arms smuggler, organized crime syndicate or gang members or leader or a habitual offender notified under the Andhra Pradesh Habitual Offenders Act, 1962, on his attaining the age of 80 years or on his death whichever is earlier.

B. In the case of any other person:

a. If he has not more than two convictions in his native district (not having been convicted outside his native district) and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of crime or convicted, on the expiry of ten years from the date of his release or last release from jail, as the case may be; or

b. If he has been convicted outside his native district or has more than two convictions in his native district and has not more than two convictions in his native district and has not subsequent to his conviction or last conviction, as the case may be, been suspected of crime or convicted, on the expiry of 15 years from the date of his release or last release from jail, as the case may be; or

c. on his attaining the age of 80 years; or

d. on his death, whichever is the earlier.

6. To prevent the possibility of wrong destruction of a finger print slip in the Bureau, slips withdrawn from record will be sent to the Superintendent of Police/C.P. concerned for information and destruction. The SP will pass them on to the Sub divisional Officer/ACP concerned for necessary action. If the Sub divisional Officer has any objection to the destruction of any particular slip, he should return it to the Bureau through the Superintendent of Police explaining fully why he wants it to be retained.

7. **Distribution of slips by Bureau of State of conviction**: All copies of slips taken for record shall be forwarded by District Crime Records Bureaux to the State Bureau, which in turn will transmit the slips intended for other State Bureaux, noting on all copies the names of the other Bureaux in which the finger prints are on record.

8. The destruction of finger print slips, which are on record in other Bureaux, will be intimated to those Bureaux by the State Bureau.

District Finger Print Units

782. District Finger Print (DFP) Units have been created and established in all the districts and cities to provide means for rapid identification and expeditious comparison of chance prints left by criminals at the scene of crime with the finger print records maintained by such DFP units. To ensure this objective and to provide means for rapid identification and expeditious comparison of chance prints left by criminals, the SP/DCP shall take steps to arrange for adequate staff to be within the reach of Detective Police Station.

The DFP Units are under administration control of Addl.DGP, CID and technical control of Director, FBP, but their functional control lies with concerned SP/CP.

783. Originally Single digit FP System was devised by Harry Battley who was the in-charge of Fingerprint Bureau, Scotland Yard, UK. The DFP unit which is created is required to perform the following functions :

After computerization of Finger Print records the Single Digit Finger Print system was discarded and District finger print unit was created.

The SP/CP of the District / City will provide the following infrastructure / man power / resources for smooth and effective functioning of District Finger Print Units.

A. Suitable accommodation in SP/CP office for the following should be provided by SsP/CsP concerned.

1. For installation and maintenance of independent AFIS.(Automated Finger Print Identification System) with provision of network.
2. Space for one Inspector, One SI and two ASIs with the facility of computer tables to enable them work with desktops.
3. A good condition four wheeler Vehicle for visiting scenes of crime.
4. Two PC drivers for the Mobile Vehicle to operate round the clock and one home guard for assisting the staff in crime scene processing.
5. Consumables such as development Powders, brushes, CD/ DVDs, batteries, camera cells, stationery etc., for day to day operation.
6. Payment of repair charges for UPS, Printer and Digital Cameras, Video cameras etc.
7. Mobile Cell phones to the staff of District Finger Print units for immediate communication between IOs and the higher officers regarding visiting scene of crimes.
8. Extension telephone from City/District police EPBAX exchange for office and residence of Finger Print Inspector who is the incharge of District CLUES teams.

Functions of the District Finger Print Unit staff

1. To visit the scene of crime along with investigating officer if possible or separately for detection and development of chance prints whenever requisitioned.
2. To visit the Police Stations and investigating teams within the District for collection of finger print slips of all ex convicts concerned in property and other grave offences for building of accurate database for the efficient functioning of the District Finger Print unit.
3. Comparison of chance prints and search slips received from Police Stations and investigating teams with DFP record and communicate results thereof to sender.

4. To scrutinize all fingerprint records slips of the convicts received by DCRB from SHOs and Investigation Units/DPS for transmission to the Main Bureau and advise whether they are correctly taken and fit for record; or to return them with suggestions if they are not suitable.

5. To visit the District/Central jails once a month to test the FP slips of those convicts received by DCRB who are undergoing imprisonment, and to prepare fresh slips for record if the slips are not properly taken on the earlier occasion or worn out.

6. To testify in the courts in cases where chance prints are identified with the FP records of the District Finger Print section.

7. When the chance prints are not identified, to forward them to neighbouring districts and Main Bureau for comparison. The SHO and IOs may utilize the services of the Experts from the District Finger Print Units to visit scenes of crime for development of chance prints and obtain their guidance on various aspects of fingerprint work.

8. The DFP units shall function under the technical control of the Director, FPB and over all control of State Crime Records Bureau, CID, Andhra Pradesh.

9. The DFP sections will, however, work under the immediate administrative supervision and control of the Superintendent of Police/Commissioners of Police/ DCP Crimes concerned. The Finger Print Inspectors in charge of the units shall be responsible for the day to day functioning of their units.

Procedure for submission of FP slips for record in the DFP Unit's collection

784-1. Immediately after the conviction of criminals concerned in crimes listed in order No. 769, the Station House Officer, (Investigating Officer) who is in charge of the team should take the finger impressions of the ten fingers of the convict on the prescribed form in duplicate (Form 145) and send it to the District Finger Print Unit of the district along with two sets of palm and foot prints of the convict, taken on plain white paper of reasonably thick quality.

FORM - 154 **See Order No. 784-2**

FOOT PRINT FORM

Name .....

Father's name ..... Caste .....

Village ..... Police Station ..... Dist ..... Single Print

Ref: .....

FOOT PRINT Right
Left

Signature of Sub-Inspector

Plain Right thumb Print
Left thumb print

Name of Station .....

Date .....

FORM - 155 **See Order No.784-2.**

PALM PRINT FORM

Name .....

Father's name ..... Caste .....

Village ..... Police Station ..... Dist ..... Single Print

Ref: .....

PALM PRINT Right
Left

Signature of Sub-Inspector

Plain Right thumb Print
Left thumb print

Name of Station .....

Date .....

2. The finger impression forms and foot and palm impression forms of the convict should contain the name, parentage, place of residence, address etc, of the convict and invariably with the signature of the Station House Officer. Care should be taken to see that the prints are very distinct and show the whole contour of the bulb of the fingers. The fingerprints, palm and foot impressions, which are meant for record in the DFP unit, should invariably be sent to the Inspector, District Finger Print Unit through a name cover and marked as "Meant for District Finger Print Unit record Collection". Care should also be taken to see that the prints are not damaged in folding the paper containing the prints.

3. The success of the District Finger Print units depends on the quality of record that it builds up. Criminals belonging not only to towns but also those residing or operating in the entire District should be brought on to the record in the District Finger Print Collection. Inter district and inter city criminals must also be included.

4. The services of district Finger Print Unit staff concerned must invariably be requisitioned by SHOs for the development of chance prints left by the criminals at the scenes of crime.

5. Every Police Station, (CCS, DPS, District investigation squads) in the district should submit to the District Finger Print Unit, a list of all history sheeted criminals along with their fingerprint slips. When finger print slips are not available, the Finger Print Bureau, Police Head Quarters should be intimated of the PIN numbers or Regular Criminal Numbers (RCN) of the criminals, with a request to forward the FP slips to the District Finger Print Unit concerned. If even this method fails, the concerned criminals should be physically located; their fingerprints secured and sent to the District Finger Print Units.

6. The PIN numbers assigned to the classified prints of the criminals by the District Finger Print unit should be recorded against corresponding entries in Station Crime History part III (GCR) in the Police Stations and Investigating Units.

7. The SHOs and IOs must ensure the preservation of the scenes of crime and safe custody of suspected articles, in as is where is condition. The scene of crime (SOC) articles should not be disturbed, touched or tampered with by any body until the development of chance prints by the DFP unit staff or the expert attached to the team is complete.

8. SHOs and all IOs in the districts should visit the district Finger Print Unit regularly during their visits to DCRB (at least once in a quarter) to review:

   A. the stage of all such cases in which the services of the District Finger Print unit staff were requisitioned.

   B. whether all the FP slips of the persons sent by the SHO were received in the DFP unit.

   C. Whether the chance prints developed in crimes are matched against local and State Finger Print database on AFIS (Automated Finger Print Identification System). If so, the results of comparisons, thereof;

   D. any new orders or instructions received from the Director, SCRB, and/or DCRB for compliance for greater co ordination between the DFP unit and SHOs to update their knowledge of the latest changes, if any, made.

   E. any other reconciliation.

9. Station House Officers should requisition the services of the DFP Unit staff and facilitate their visit to crime scenes in all cases where finger print clues are likely to be available.

10. The Station House Officers should promptly furnish to the DFP Unit full details of the case in which chance prints were developed, whenever they are finally detected.

11. SHOs should send the finger print slips of all persons arrested in specific cases or under preventive sections, on day to day basis, to district Finger Print Unit for comparison with the collection of unsolved scene of crime chance prints.

12. The Station House Officers of Railway Police Stations will comply with the above instructions treating the district Finger Print Unit having jurisdiction over the locality in which the offences occurred, as their own district Finger Print Unit concerned.

Finger printing the dead

785-1. In every case of murder or other unnatural death of an unidentified person or recovery of an unidentified dead body the fingerprints of the dead body must be taken for comparison with the prints on record in the Finger Print Bureau or elsewhere.

2. In taking fingerprints from a dead body, it is a wise precaution to wear gloves.

3. The technique to be employed in taking the fingerprints of a dead body will greatly depend on the state of the body.

4. If the body is fresh and its fingers flexible, fingerprints can be taken on a standard finger print form through the usual inking and rolling process. The fingers of the corpse should be carefully cleaned and all moisture removed. A piece of clean cloth soaked in turpentine oil may be used for the purpose.

5. When rigor mortis has set in, the usual inking and rolling process will not succeed and ink has to be directly applied to the finger with a rubber roller and the print taken by holding the paper in the palm of the hand and pressing it against the finger. A curved metal or wooden spoon cut to fit the fingers and provided with a slot to hold the paper is best used for the purpose. If the fingers are clenched, they will have to be forcibly straightened either by bending the hand forward or backward at the wrist or forcibly stretching out the fingers. In extreme cases, a surgeon should cut the controlling tendons in order to straighten the fingers.

6. When the skin of the fingers is shrunken or wrinkled due to submersion in water etc., the surface of the fingers can be rounded out and smoothened by injecting glycerine or melted paraffin or hot water or air into the tissues.

7. In case of any difficulty in obtaining inked impressions from the fingers of dead bodies, efforts should be made at least to obtain two thumbs several times on a white paper. It is possible through the computerized system of identification even a single thumb impression can be matched against to the entire database and result can be furnished.

8. When putrefaction has started, the skin of each fingertip should be carefully cut and placed in a labelled bottle or tube containing formaldehyde solution. A separate container should be used for the skin of each finger and properly labelled.

9. Points to be noted for forwarding the amputated fingers of unknown dead body for identification:

   A. The skin (upper layer Epidermis portion) of each finger should be carefully cut up to the end of the first phalange and placed in an unbreakable screw type bottle with wide mouth with a preservative (solution). A separate container should be used for the skin of each

finger and properly labelled indicating the name/digit of each finger and hand.

B. All the bottles containing the skins of the fingers should be carefully packed in a carton and sent to the District Finger Print Unit through a special messenger for examination and obtaining of inked finger impressions.

Photographs and Videographs – Instructions for Recording

786-1. The District Police may have photographs taken.

A. of any object concerned in investigations for examination by the concerned experts and for evidence in courts.

B. of persons who are convicted of offences falling under chapter XII or XVII of Indian Penal Code and punishable with rigorous imprisonment for a term of one year or upwards or who are habitual criminals;

C. when photographs are necessary for purposes of investigation, and in case of persons during investigation under the orders of a First Class Magistrate, and

D. of foreigners when convicted for offences punishable with rigorous imprisonment for a term of one year or upwards under the Indian Penal Code.

2. Videographer should observe following instructions and the instructions contained in Chapter 22 for Video graphing the scene of offence.

A. The Video should be taken as it is without adding or deleting anything to the existing and should contain the time and date and programmed accordingly.

B. The approach to the scene from all possible directions.

C. The general view of surroundings .

D. The overall scene of occurrence.

E. Details of the scene and objects, materials, blood stains, trails, weapon, dead bodies in cases of homicides, their position and close up from different directions to facilitate identification of dead body and injuries.

F. Object materials or matters found in surrounding area or vicinity or when discovered subsequently.

3. For the **Suspects, History Sheeted persons, Convicts,** still photographs giving a profile or front view and full length of the person should be taken, including the dress they wear. Video clippings should contain their movements and audio recording of speech etc., but the clipping should not be too lengthy. The persons or the places, which can be photographed, are given below.

   A. Unidentified Dead bodies.

   B. Movements of persons suspected to have designed to commit an offence.

   C. House or premises or persons who are suspected to be sheltering persons who are either wanted, or absconding or designing to commit offences.

4. The photograph of a person should be taken with his ordinary every day attire.

5. In the case of persons whose history sheets are on record or are proposed to be recorded, in the State Crime Records Bureau, Crime Investigation Department, one set of the photographs shall be kept in the District Crime Records Bureau concerned and another set sent to the State Crime Records Bureau.

Photographs and Video graphs - Periodical Elimination

787. G.O. 548, Pub. (Pol.), dt. 20.10.1963. All photographs or Video graphs will be examined annually and in the absence of special reasons to the contrary those enumerated below will be withdrawn from record.

1. In the case of a person who is a professional poisoner, note forger, coiner, arms smuggler, or a member of organised criminal syndicate, terrorist, on his attaining the age of 80 years or on his death whichever is earlier; and

2. In the case of any other person,

   A. If he has not more than two convictions in his native district (not having been convicted outside his native district) and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of crime or convicted, on the expiry of 10 years from the date of his release or last release from jail, as the case may be, or

   B. If he has been convicted outside his native district or has more than two convictions in his native district and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of

crime or convicted on the expiry of 15 years from the date of his release or last release from jail, as the case may be, or on his attaining the age of 80 years, or on his death whichever is the earliest.

Computerization of Finger Prints and Photographs

Advantages of computerization.

788-1. Use of Computer Technology in storing and retrieval of data will ensure availability of required information to the IOs in the field with speed and accuracy.

A. The voluminous increase in fingerprint records has become laborious and time consuming. It is also difficult to identify chance prints developed at the scene of crime in the manual system.

B. Several days are required before a search slip can be identified and the result communicated to the field officers.

C. The record slips, which are subjected, to frequent handling, are liable to wear and tear and damaged soon.

D. Diligence and continuous concentration and very careful maintenance is required to prevent mismatch and wrong identification.

E. Updating of records is a serious problem, as classification formula or serial number furnished by the police is not always correct.

F. Every incoming FP slip has to be searched with reference to the main records to avoid duplication.

G. FP slips bearing smudged prints, missing prints, and gradational type prints consume a great deal of time in the main bureau collections.

2. To overcome handicaps in manual searching, computerization of fingerprint records and introduction of computerized search is necessary.

3. In the manual system fingerprint slips sent to FPB for record as prescribed are scrutinised first, registered under a serial number known as FPB serial number. A thorough search of the previous records is done to verify whether a duplicate FP slip is available. If available, the duplicate will be taken out and the new slip is placed in the records. The duplicate slip is sent to the assembly bureau after comparing it with all the conviction particulars, etc. The computerised system assigns a serial number (Regular Criminal Number, RCN) to each convicted person instead of to the slip based on first crime number. This number consists of 12 digits, the first five indicating the police station in which the criminal was first convicted, the next two the year of conviction and last five digits for the serial number. This RCN once given to

a convict will remain constant throughout his criminal career, irrespective of the number of convictions he may accumulate.

4. Fingerprint slip of a suspected person is sent to the FPB to trace previous convictions, a provisional criminal number consisting of 11 digits and an alphabet is given by the concerned police station. The first three digits indicate the district, the next two indicate the police station where the individual is arrested, the next two the year of arrest and the next four digits are the crime number in which the person is arrested. The provisional criminal number of the suspected person has to be noted on the conviction memo and FP slip and then it is sent for record.

5. To derive maximum advantage from the system the SHOs should ensure that every FP slip sent to FPB for search or record must contain clear and fully rolled fingerprints. The services of District finger print unit attached to each DPO/Commissioner office should be taken.

6. Since the inception of CCTNS Crime and Criminal Tracking Network and Systems (dt. 27th October 2009 MOU signed between the Govt. of A.P. represented by Chief Secretary to the Government with MHA Government of India) programme, the FP data of the state of A.P. is linked with the CCTNS to generate instant out put on available data. As on May, 2016 in A.P. and Telangana states 6.21 lakh FP data is available for comparision in the AFIS. Upgradiation of existing AFIS (Automated Finger Print Identification System) in to latest speedy and accurate verification software to carter to the instant need of the SHOs or other units. Comparision with other state FP data need to be put in place with latest software by ADGP CID, Director SCRB A.P.

7. **Provisional Criminal Number (PCN)** : It is again 12 digit number which is given to the arrested person by the Investigating officer. The first 5 digits represent the code of the District and the Police Station where the FIR for the crime is registered. The next 2 digits represent the year of the FIR followed by FIR Number in 4 digits. The last digit, which is an alphabetic character, identifies the arrested person of that FIR from other arrested persons, if any, under the same FIR.

8. The investigating officer with the help of District Finger print expert should upload the chance prints taken at the scene of offence to the state FPB for immediate comparision. The Director FPB should get it verify and endeavour to send the result on the same day to the IO. He should also keep experts on holiday duty for taking up comparision.

Computerization of Automated Finger Print Identification System(AFIS)

9. The Indian version of Automated Finger Print Identification System(AFIS) called FACTS-5 (Finger Print Analysis and Criminal Tracing System) developed by CMC Limited has been installed in July, 1999 for the Computerisation of Andhra Pradesh Finger Print Bureau operations of the entire State. The System uses Image Processing and Pattern Recognition technique to capture, encode, store and match finger prints, including comparision of chance prints. It uses pattern class, core and delta information, minutiae location, direction, neighboring information, ridge counts and distances, density, type, print background/for ground information etc., for matching Finger Prints. Apart from the above details, FACTS also stores non-fingerprint information i.e., Criminal Attribute Database (CADB) or demographic details like gender, region and conviction details.

10. **AFIS functionality:**

AFIS provide functionality for creating and maintaining a database of Ten Digit Fingerprint slips of the Finger Print Bureau. The daily ten digit FP slips (of arrested persons) and the chance prints developed from the scenes of crime can be compared/searched on the database. The Latent Prints (also known as Chance prints) are the partial prints developed at the scene of crime. In the manual system, the search and comparison of these latent prints is restricted to a small single digit collection taking lot of time to give final report. AFIS provides a facility to search the latent prints on the entire ten digit database and provides more accurate results. The AFIS at State FPB is connected to the 18 AFIS Remote Work Stations located at each of the Districts / Commissionerates. The Latent prints of the District / Commissionerate are first searched on the local database maintained on the District System. The unsolved latent prints are transmitted to the AFIS at SFPB for search against the Ten Digit database which communicates result to the search initiating District. Once a search slip or a Latent print is traced, the textual details stored in the Criminal Attribute Database of SFPB can be made available to the Investigating Officer.

Absconder and Death Reports being maintained by Finger Print Bureau can also be maintained in AFIS. The System is fully operational at AP State Finger Print Bureau and in all the Districts/Commissionerates of A.P.

11. **Scene of Crime to FACTS**

Under Modernization of the Police forces all the District Finger Print Units were provided Laptops, digital Cameras and Mobile Modem to connect Scene of crime(SOC) to FACTS Central Server at State FPB for instant and speedy comparison of Chance print lifted from the Scene of Crime on the Database of the Central site without loss of time. So that criminal can be caught without undue delay and property recovered intact. For connecting SOC to Central Server by taking a photograph of chance print with a Digital Camera, verify with the finger impressions of inmates and sent the print image through Laptop-Mobile Modem to the Central Server, it take 30 to 45 minutes for matching the print and informing the FPB Inspector at SOC of the offenders details.

12. A. Finger Print Live Scanners.

Instead of taking finger prints and palm prints by using ink, Finger print and palm prints can be scanned directly by the scanner and printed copies can be obtained as we required. In printed copies the finger print and palm print images and ridge characteristics will by very clear for comparison and classification. The solution to the above problem to the most advanced "Ink less Live Scanners" Like lbios, Papillon, Sonda, etc., were the companies which introduced them. Some of them are combination of both fingerprint scanners and identification Systems like FACTS, Jaygox and AFIS are restricted to scanning only. Finger print Live Scanner is an Electronic device which is used to record the finger prints with out ink and also search against the finger print database.

Advantages of Finger Printer Live Scanners:

a) Ink, Paper, roller, Slab are not necessary.

b) Trained professionals are not required.

c) Physical stress is not required (Rolling over the slab etc)

d) Problems like fluctuations of the pressure do not arise while obtaining of Fingerprints.

e) Clear prints will be recorded even with different levels of pressure applied.

f) Reserve rolling or repeated rolling is not problem in this system.

g) "Self Correction System" allows the arrangement of the prints even if the prints are taken wrongly in this system.

h) Number of copies of the prints can be taken once a person's print are scanned in this system.

i) The data can be sent online from one place to another place easily and quickly as the data is in digital format.

j) Even if the same person's finger prints are recorded several times there will be no duplication.

k) Mismatching of the chance prints does not arise in this system as the fingerprints recorded in this system are very clear in the database.

l) Criminals can be identified even from the partial chance prints.

13. FINGER PRINT EXPERT EVIDENCE IN COURTS (Sec. 45 of I.E.Act)

Evidence is means sanctioned by law, to ascertain the truth in judicial proceedings, of a fact in issue. Scientific evidence is that evidence collected, analyzed, examined and presented for consideration of the court, by the application of various branches of forensic science including finger prints. Expert evidence on finger prints is to assist the court in forming an opinion, if a questioned print either from the scene of crime or on a crime article or the document could have been formed by the accused person whose prints are available for comparison. "When the court has to form an opinion upon a point of foreign law or science or art as to the identity of handwriting or finger impressions, the opinions upon that point of persons specially skilled in such foreign law, science or art or in questions as to the identity of hand writing or finger impressions are relevant facts".

An expert witness is one who by reason of his acquired special knowledge, skill and experience is qualified to express an opinion which an ordinary witness is not competent to do. An expert evidence is an opinion evidence based on special skill and experience.

Under what authority of law a Finger Print expert can depose evidence in a court of law :

Section 45 of the Evidence Act, 1872 deals with this, when a court has to form an opinion upon a point of foreign law, or of science or art or as to the identity of handwriting or finger impressions the opinions upon that point of persons specially skilled in such foreign law, science or art or in questions as

to identity of hand writing or finger impressions are relevant facts. Such (specially skilled) persons are called experts.

METHODS OF PROVING FINGER PRINTS :

a) Under sec. 60 of the evidence act the oral evidence of a person who has seen a person thumb marking a document is relevant

b) Under Sec. 73 of evidence act to ascertain whether a signature, writing, finger print or seal is that of the person by whom it purports to have been written or made, any signature, writing, finger prints or seal admitted or proved to the satisfaction of the Court to have been written or made by that person may be compared with one which is to be proved, although that signature , writing or seal has not to be produced or proved for any other purpose.

c) Sec. 293 Cr.PC Reports of certain Government scientific experts :

(i) Reports submitted by the Director, FPB as expert opinion may be used as evidence.

(ii) The court may, if it thinks fit, summon and examine any such expert.

(iii) If Director, FPB is summoned by a court and he is unable to attend personally, he may, unless the court has expressly directed him to appear personally, depute another expert who is conversant with the facts of the case.

d) Identification of Prisoners Act, 1920 :

Sec-4: Empowers police officers for taking of measurements, F.Ps photograph etc. of non-convicted persons who have been arrested in connection with an offence punishable with R.I for a term of one year or more.

Sec.6:(i) Empowers the use of necessary means to secure the measurements, F.Ps photos etc., of any persons who have been resists or refused to allow the taking of the same and who under this act is required to allow his necessary F.Ps, photos etc. to be taken.

(ii) Resistance to or refusal to allow the taking of measurements, F.Ps., photos are deemed to be an offence u/s 186 IPC.

14. **Evidence of Finger Print Experts** : The evidence of a Fingerprint expert, a person specially skilled in fingerprints is considered relevant evidence by

virtue of Sec. 45 of the Indian Evidence Act. In view of the general recognition of the individuality of fingerprints the Cr.PC recognises the report of Director, FPB as evidence without being examined as a witness. The expert can however be called for evidence under clause (2) of 293 Cr.PC.

ComPHOTOfit

(A software using five basic components : foreheads, eyes, noses, mouth, chins)

15. A major part of the forensic scientist's work involves identification. If fingerprints are found at the scene of crime and if matching FPs are available in the records of the Fingerprint Bureau, identification is easily achieved. If no chance prints are found there or if no records of fingerprints of suspects are on file, or the police have not identified any suspect, the other methods of identifying the suspect have to be used.

16. The most common way of identifying a person is by his appearance, i.e., his face profiles. If the IO secures a fairly accurate picture of the suspect's physical appearance through careful examination of witnesses it will render the search easier. With the help of Identikit process, line drawings of the suspect's likeness can be made on a paper or transparent sheet. Improvements, modifications, touch ups, etc. to achieve a near likeness of the suspect can be drawn on the basis of descriptions given by the victim or witnesses.

17. An improvement of this method described above is called Photo-Fit which makes use of numerous photographs of facial features of several subjects. The features most resembling those described by the witness are assembled to make the portrait. Before assembling the portrait the individual elements of the subject's face, i.e. pair of eyes, nose, mouth, chin, cheek, forehead, hairline, moustache, beard, spectacles, headwear and all the face contours and features are separately taken from original photograph files to facilitate assembly of a portrait which most nearly resembles the description given by the victim or eyewitness.

18.A. A recent innovation in the field of personal identification is ComPHOTOfit. This is a computerised facial identification system that allows an operator to quickly and easily develop a facial composite features of an unknown suspect from a description given by a witness or victim of a crime. To accomplish this task the system utilizes a database of images taken from subjects of known origin, comprising forehead, eyes, nose, mouth and chin sections. All

these images are used to build the facial composite by a selection from the keyboard of a computer. In addition to the above images there are accessory images, which include moustaches, beard, eyeglasses and headwear, which are also provided in the database, again taken from the same people.

B. All the above images are referenced from an image index provided in the system. The index is provided so that the witness may select the image selections he or she feels most closely resemble the suspect by mixing, combining, or interchanging various features. The original system images are all derived from actual photographs or from people themselves through a video camera interface. The database consists of a fairly large volume of images enabling the victim or the IO to select the right features by permutations and combinations. It is even possible to manipulate the skin tones, addition of moles, scars, wrinkles, complexion and change the hair line, darken or lighten the hair, or add or delete colours, recheck each improvement and recall the previous improvement, by means of a simple mouse mechanism attached to the computer. It is capable of producing millions of facial combinations. It is also possible to simulate hand sketching with computers. The latest models are capable of producing copies on paper for circulation of the photographic likeness pictures of suspects. These facilities wherever, available should be fully utilised by the Investigating Officers.

Footprints and Track Marks

789-1-A. A large percentage of people still walk barefoot in the country and almost so inside the homes. The criminal perhaps finds it convenient to operate barefoot as it gives him a better hold to climb or slide, walk or run and also it does not make any sound, which might draw the attention of people during his operations.

B. The human foot is unique in its structure and is therefore readily distinguishable from the foot of other animals. There are 28 bones in the human foot of which seven are tarsal bones, five are metatarsals, fourteen phalanges and two small bean size sesamoid bones. The two sesamoid bones are located below the head of the first metatarsal bone. The heel bone (calcaneum) and other tarsal bones bear most of the body weight while the metatarsal bones and the phalanges articulate with the tarsal bones in the process of locomotion. The bones and other soft tissues like ligaments, muscles, padding material and skin on an applied pressure of the body produce a foot print that is proportional to the build and other characteristics of the foot.

2. The shapes of foot impressions differ from individual to individual. Broadly the shapes can be categorised into:

   A. (i) Normal type foot, (ii) Club shaped foot, (iii) Bow type foot, (iv) Flat foot, (v) Broken bridge type foot and (vi) Accidental foot or Abnormal foot.

   B. Depending on the surface on which the prints are made, footprints can be classified into (i) Surface footprints and (ii) Sunken footprints.

3-A. **Surface prints :** Surface prints are formed on hard surfaces like cement/ stone floorings, tables, chairs, walls, etc. They are formed when the surface of the foot is coated with dust, dirt, oil, ink, blood, etc. Surface prints do not undergo any distortion and they register the distinguishing characteristics of the foot better than sunken prints. Surface prints have two dimensions, viz., length and breadth.

B. **Sunken Prints :** Sunken prints are those that are found on pliable surfaces like soft clay, mud, loose soil, etc. Slightly sunken prints are usually formed on a small quantity of accumulated mud or soil on hard surfaces, e.g. a verandah. Moderately sunken prints are formed on slightly loose soils and deeply sunken prints are formed on mud, wet loose soils, clay, etc. The less sunken footprints offer a more definite clue for comparison than moderately sunken or deeply sunken footprints. The sunken footprints have an extra dimension in addition to surface print, i.e.; the depth (or height).

Location of footprints

4-A. **At the scene of crime** : The scene of crime is often a good source for the location of footprints as this is where the criminal primarily operates. The place should be properly searched for footprints from the focal point of the crime scene. Focal point in a murder case is the dead body at the scene of crime, and in a burglary the almirah, cash chest or cupboard from where the cash, jewelry or other valuables have been stolen. The search may be extended to the entire crime scene, from the focal point.

B. **Along the route :** The route taken by the criminal both at the time of entry and exit should be thoroughly searched for his footprints. Entrance points like doors, windows, ventilators, and roofs could contain the footprints of the criminal, which should be properly collected.

C. Sometimes the criminals may assemble together at some secluded place near the scene of crime to plan before the crime or to share the booty after the crime. Such assembly sites if identified after the reconstruction of the crime should be searched for footprints.

5. **Collection of footprints** : The methods commonly used for collecting footprints are :

A. **By preserving the original impression intact :** If the foot print is found on a portable object such as a mat, slab, plank, card board, etc. it is convenient to carry the object bearing the print to the laboratory for photography and further analysis. It is advisable to take the photograph of the print even in such cases before removing them, as there is always the risk of the original impression being damaged in packing or transit.

B. **Photography:** All foot prints, whether sunken or surface or any other track marks should first be photographed by keeping the lens of the camera parallel to the surface on which the marks or impression is found. The aperture of the diaphragm should be adjusted to get a proper depth of field. At least three photographs are to be taken, one direct view from the top and the other two from either side at an angle of 45°.

C. Before taking the photograph place an identification slip or card (containing crime number, section of law, date, police station, district etc. with initials of the IO) close to one side of the print and a foot rule on the other side to record the actual size of the footprint.

6-A. **Tracing:** Tracing is a rough method to record surface prints. A glass (or preferably a celluloid sheet) is held over the print as close as possible. Care should be taken to ensure that it does not come in contact with the print. Then a sketch pen draws the contours along the print line. Details such as the characters of the toes, ball of the foot, instep and heel together with crease; cracks, warts, etc. should carefully be traced on the sheet. After the tracing is complete the sheet is removed and all the particulars of the case should be written on the glass together with the signature of the investigating officer and the witnesses. On the basis of such prints on glass any number of tracings can be obtained on tracing paper. The glass sheet and a tracing paper should be packed in between two cardboards for transport to the court. The value of a traced print depends upon the personal observation skills of the person who is tracing the print and therefore is highly subjective

and not very reliable. Other methods of recording like lifting and casting are preferred to tracing.

B. **Lifting:** When the print is formed on a surface that is of a similar colour to the print, for instance, a blood stained print formed on a red surface, dusty (white) print formed on a white surface, dark (black) print formed on a black surface, it becomes difficult to photograph the print because of the similar colour of the background. In such conditions the print could be collected using an appropriate photographic paper, like black photo bromide paper for a dusty or light coloured print and white photo bromide paper for a blood stained or black print.

C. This black or white photo bromide paper can be obtained by exposing the photo sensitive paper to light before development to get black paper and directly developing it to obtain white bromide paper.

D. The processed paper so obtained should be moistened for few minutes in water, preferably with a few drops of ammonia added. When all the excess water is removed it is placed over the print with the emulsion side of the paper in contact with the print and beaten firmly with a cloth taking care to prevent slipping or sliding of the paper over the print. The paper is lifted after few minutes and allowed to dry. The foot print particles get attached to the surface of the photo bromide paper forming a clear and visible print. The side should write particulars of the case with signature of IO and witnesses without disturbing the print.

E. Footprints can also be lifted using photographic film or transparent adhesive tape. The fixed photographic film is moistened in water for few minutes until the emulsion side becomes tacky and then placed over the print with the sensitive side in contact with the print. A uniform pressure is applied over the film for few seconds and it is then lifted carefully. The print is transferred on to the film, which can then be used as a negative to make copies from.

7. **Casting:** Casts are prepared from foot impressions (sunken foot prints), tyre impressions or other impressions left behind by the criminal. A variety of materials are used to prepare the cast, e.g., plaster of paris, wax, resins, plastic powders, modelling clay, sulphur, lead, wood metal, plasticine, moulage material, silicone, etc. However plaster of paris is most commonly used.

Guidelines for obtaining prints of good quality

8-A. Carefully remove extraneous matter (grass, twigs, stone, etc.) from the impression without disturbing it.

B. Place a metallic or a wooden frame around the impression to prevent wastage of plaster of paris. Do not apply pressure on the frame as it will damage the print.

C. Spray shellac solution (about 250gm of shellac dissolved in one litre of alcohol or a thinner solution) from a distance over the impression. Spray enough solution to get a thin film of shellac over the impression and allow the shellac to dry for 10-15 minutes.

D. A thin layer of talcum powder is sprinkled on the layer of shellac to separate the shellac from the cast. Mineral oil or sewing machine oil is also employed for this purpose.

E. Take a container with 3 mugs of water and slowly pour 3 mugs of plaster of paris into the water. Gently mix till it reaches a thick creamy consistency. The water and plaster of paris are taken in a 1:1 ratio. Pour the solution into the impression at an unimportant place e.g. a corner of the frame to avoid damage to the impression due to pouring. It should be allowed to flow slowly till it fills the impression to a uniform thickness of about 1/2 an inch.

F. Reinforce the cast at this stage with wire gauze pieces and pour the remaining solution till it acquires a thickness of about one inch.

G. The cast is allowed to set for 10-15 minutes. With the copying pencil engrave the details of the case on the mould including case number, date, police station, location, right or left foot, time of recording, person responsible for recording, signature of the investigating officer and signature of the witnesses. A sample of the plaster of paris and soil should be preserved for obtaining test prints of the suspect under similar conditions.

H. Remove the retaining walls (wooden frame) by digging away the surrounding earth and gently slip your fingers under the cast to lift it very carefully. Pour water over it to remove any adhering earth particles. Care should be taken not to brush it to prevent obliteration of the details of the footprint.

CHAPTER 42

City/District Armed Reserve/Special Armed Reserve Police

District Reserve Police

790. Every Police Officer is considered to be always on duty. Reserve Police is stationed in the Headquarters of every district / City and in some important towns in a District and in cities having Commissionerate system. The CP/SP of the commissionarate / district will be in charge of the city / District Reserve assisted by DSP/Addl. SP. The City Armed Reserve is under the overall control of C.P. with the Joint CP/DCP as in charge, assisted by Addl. DCP/ACsP. If the strength of City Armed Reserve is more than that of one battalion, the Joint Commissioner of Police will be in overall charge. The SAR/CPL Amberpet (AP Unit) Hyderabad city will be under the command of IGP APSP Bn. The SAR/CPL Amberpet (AP Unit) Hyderabad city will be under the command of IGP APSP battalions. The functions of the above reserve police are intended :

1. to maintain good health and physically fit to supplement the local police strength where it is not adequate to deal with law and order disturbances;
2. to provide specially trained personnel like "Special Weapons And Tactics (SWAT)" to deal with terrorist / extremist and other organized gangs;
3. to provide security to authorized persons or places; SAR/CPL to provide escorts to AP from Hyderabad city and will be transit halt for the police personnel coming from AP to Hyderabad for duty.
4. to guard vital installations, arms and ammunition and other important places and to escort the prisoners;
5. to participate in ceremonial parades, guards of honour and to conduct Annual mobilization of entire AR;
6. to help in rescue operations in the event of natural calamities and other disasters;
7. to man armed outposts and conduct armed patrolling where called for;
8. to provide outdoor training for the personnel of the commissionarate / district and Home Guards;
9. to provide striking forces or mobile squads for special bandobusts including elections;
10. to keep arms and ammunition in the commissionarate / district operationally perfect

11. to maintain motor transport of the commissionarate / district;
12. to ensure that the 'morale' of the force is always kept high (morale means).

Movement of the Reserve Police

791-1. The SsP in the districts and the CsP in the Cities shall have powers to deploy the Reserve Force anywhere in their jurisdiction for any of the purposes stated in the preceding order.

2. In case of emergency the SP or CP may request DGP for reinforcements, through their Zonal IG /DIG/ ADGP L&O .

3. The Zonal IG/DIGP, Addl. DGP L&O and DGP should be kept informed by radio/Fax of the mobilisation and demobilisation of the Reserve whether for emergency or for annual training.

4. The deployment for the purpose of riots and serious disturbances shall not exceed one week and shall be withdrawn thereafter. The deployment for festivals shall be limited to the duration of the festival. In all other cases rotation should be provided with intervals for rest.

5. **Duties of DSP AR (Rc No. 4037/C3/2012, dt: 29.11.2012 of AP DGP) depending on the need.**

a. DSP, AR should ensure proper training and conduct Physical test of all AR personnel. He should also ensure master health check-up of all AR personnel and maintain individual health profile.

b. He should check proper rotation of duty, discipline, turn-out and welfare of the AR personnel. He must attend AR parade daily. Addl. Superintendent of Police (Admn.) and SP of the district must attend parade every Monday and Friday, if they are at headquarters. SP/CP shall ensure all Police personnel at Headquarter including DCRB/CCRB/SB/e-COPS personnel attend the parade on every Monday and Friday.

c. DSP/ACP AR/CAR should be the Estate officer of the District/ Commissionerate. He should collect data on Police lands and buildings including ownership documents and maps and keep a copy with concerned Police Station and one with DPO/CP Office and inform State Estate Officer through SsP/CsP.

d. DSP, AR will be responsible for the upkeep of the campus of all Police establishments in the district. Policemen residing in quarters at all places will form a Residents welfare committee with concerned SI/CI/RI as president. He will be responsible for cleanliness of the campus. DSP, AR will monitor all matters related to upkeep of the campus, quarters and office buildings.

e. DSP, AR must ensure Annual classification firing of the civil Police personnel without fail. He should maintain firing range.

f. The Inspectors, DCRB should ensure timely dispatch of monthly returns preparation of comparative statements and other statements with the help of IT core teams.

g. The DSP, AR/ACP/DCP,CAR should render all necessary assistance to the District Training Centre (DTC) and conduct in-service-tactical Training courses for AR Personnel.

h. The DSP,AR/ ACP, AR should keep himself fit and healthy. He should be a role model for his force.

6. Arms and Ammunition for public order duties.

As public order duties are delicate and sensitive, the AR should be armed with non-lethal weapon while deployed on duty. Non-lethal weapons include polycarbonate lathi, shield, body / shin guard, vajra, water cannon, rubber bullets, and public address systems. The objective is to control crowd with minimum injuries to the crowd.

7. Only in case of serious Public order issues like arson, looting, attacking of Police party or Government or private buildings, controlled firing can be resorted to, under the specific orders of senior officers and stopped when situation is under control.

792. When called out for the maintenance of peace, and public order the RIs, RSIs and ARSIs shall be armed with pistols/revolvers and the HCs and PCs besides lathies with muskets or rifles with 20 rounds of ball ammunition unless ordered otherwise. Other weapons like SLR, AK 47 and Carbines are also issued. In case of SLRs and AK 47, 60 rounds of ammunition may be carried. The tear-gas squad will be armed with its equipment. When detailed for other duties connected with anti-terrorist or extremist or anti-criminal gang operations or special tasks requiring superior fire power, they should be armed with SLR, AK 47 and carbines and other weapons with sufficient ammunition provided the personnel detailed for the duty are trained in the handling of the weapons.

Organisation of City / District Reserve Police

793-1. City / District Reserve Police is organised on the administrative pattern of a Battalion. The City or State Reserve Police may have more than one Battalion. The District Reserve Police shall have 4 to 8 companies. Ordinarily there shall be three platoons in an active company and three sections in a platoon. A section consists of 4 HCs and 12 PCs.

2. Functionally the Reserve Force shall consist of General, Special operations, Security and Logistics groups.

3. An officer of the rank of DSP/ ACP / Addl. SP shall assist the SP/CP and be in charge of District Reserve Police. A Deputy Superintendent of Police/RI shall be in charge of 2 or more Companies or in charge of Administration. Reserve Inspector (RI)/RSI will be the Company Commander. A platoon shall be commanded by a Reserve Sub-Inspector (RSI)/ARSI assisted by HCs and PCs. Each section will function under the command of the senior-most Head Constable of that section designated as Section Commander.

4. The ARSI of the platoon will be the staff officer of that platoon. He will be under the immediate control and at the disposal of the platoon commander, and follow all instructions of the platoon commander.

5. One Reserve Inspector each will be in charge of Administration and operations, motor transport, quarter master duties, and welfare and training. They will be assisted by such staff consisting of RSIs, including technical staff as indicated in this Chapter.

Ordinary duties of the Reserve Police

794-1. The duties to be performed by each Policeman will be classified as "fixed", "special" and "general" duties besides the functional classifications mentioned above. "Fixed" duties are those where the personnel performing those duties cannot be withdrawn in times of emergency, e.g., armoury and motor transport staff. Personnel for "fixed" duties will be provided from the headquarters company. "General" duties consist of guards, escorts and other miscellaneous duties. The personnel for "general" duties are provided from the active companies. The company or platoons employed at any given time on general duties are called Duty Company or platoons.

2. The duty platoons will be employed as such for a month at a time in rotation, the others being mobilized and exclusively engaged in training when not called out for any definite or emergent duty.

3. Emergency strength - (a) A minimum "emergency strength" as laid down below for each Reserve Police must always be available and ready for immediate action.

4. The active strength of the reserve minus the headquarter wing.

A Of the active strength, the sections meant for duties, such as guards and escorts, should be deducted, and the remaining sections, is the emergency strength. The emergency strength once fixed as above shall not be changed without the prior sanction of the Director General of Police in writing.

B. The emergency strength shall be deputed in complete sub-formations, i.e., platoons, sections or half sections, as the situation requires. The purpose and duties to be performed should be specifically mentioned, briefed and understood by each person on each and every occasion.

Utilisation and Briefing of the Reserve Contingents

5-A. The Reserve Police shall normally be deputed to assist the local police to meet the exigencies for bandobust, preserving order at festivals, large public assemblies and when disturbance to peace is anticipated. The deployment of force for this purpose is fully at the discretion of the SP/CP, on the assessment of the situation. The L&O police can only requisition but non-deployment according to their requisition cannot be pleaded as an excuse for their failures, if any.

B. Whenever such reserve is deputed, a thorough briefing should be done by ARSI/Head of the section/Platoon Commander concerned with respect to their specific duties, topography, discretion of the task, reporting mechanism likely difficulties to be encountered and the way to overcome them. The DSP / ACP of the reserve police is responsible for the performance of the force.

Off-duty and relief

6-A. All Head Constables and Constables in the Reserve should have a clear day off every week. Ordinarily, the whole Reserve, except those employed on such duties as stand-to, motor transport and guards, should have their "off duty" on Sunday. The stand-to motor transport men who are on duty on a Sunday should be given "off duty" the next Thursday. Each Company Commander should display such a list of Head Constables and Constables.

B. The personnel of mobilized platoon or platoons will have Sundays free, but they shall not leave their places without permission. Whenever permission is given the platoon Commander shall see that 50% of the force are available on Sundays.

C. All those on fixed duties shall attend morning parades at the Headquarters on Mondays and Fridays.

D. Those who are on off duty should attend the Roll call and failure to do so without valid reason will entail disciplinary action.

E. Normally it must be seen that policemen avail their weekly holiday undisturbed but they can be deprived only in exceptional circumstances and unavoidable circumstances.

F. Other instructions in Order 617 will apply to the Reserve Police also.

Use of the Reserve by the Railway Police

795. Whenever the reserve police is required by the Railway Police, the SP of the District / CP of Commissionerate in consultation with the SP Railway Police District deploys necessary force. Those given for fixed duties at Government Railway Police District Hqrs. are those permanently required for assisting in violent crime control measures and shall be paid for by the Railways in the agreed proportion of 50:50. Such reserve shall work under the SRP during their deployment. Such permanent service should be rotated at periodical intervals. SsRP shall keep the force in readiness and in a fit condition.

Duties of the Personnel of Reserve Police

796-1. The departmental status of Reserve Inspector is equivalent to that of an Inspector of the civil police.

2. The Reserve Inspector in charge of active Company shall check the platoon-wise duty rosters of his company daily and on that basis prepare the daily morning statement (Form 156) and submit it to the concerned Addl. SP/ Addl. DCP through the DSP / ACP recording his own arrival and departure at Company Headquarters. He shall personally maintain all other records of the Company he is in charge as contemplated in Order 797. He shall hand over his sealed duplicate keys to the Reserve Sub-Inspector when he leaves headquarters. He shall assign, by specific written orders every week, for the checking of all Reserve Police guards of his Company. In case he is outside district Headquarters with the deployed company, the daily report will be submitted by the Addl. SP/DSP in charge of AR. A consolidated statement of deployment shall be submitted daily to SP. No exemption is given by RI AR for anyone without the orders of the SP/ Addl.SP / Addl.DCP and such orders shall be mentioned in the General Diary (GD).

FORM - 156 **See Order No.796-2 & 796-9-C**

MORNING STATEMENT OF DUTY OF ARMED RESERVE POLICE FOR _____ PLATOON

	RSIs.	ARSIs.	HCs.	PCs.	Remarks
1. Sanctioned Strength					
2. Actual Strength					
3. Present on Parade.					
4. (1) Guards					
(2) Escorts Local					
(3) Escorts distant					
(4) Tappal Orderlies					
(5) Long Leave					
(6) Casual Leave					
(7) Absent					
(8) Under suspension					
(9) Medical Leave					
(10) Hospital — In patient					
Out patient					
(11) Reporting sick					
(12) Under strength					
(13) Blue colts duty / Rakshak mobiles duty					
(14) Miscellaneous duties					
5. Fixed duties					
(1) Armourers — Sanctioned on duty					
(2) Drivers — Sanctioned on duty					
(3) Cleaners — Sanctioned on duty					
(4) Orderlies — Sanctioned on duty					
(5) Carpenter — Sanctioned on duty					
Total of 5					
6. Available in Emergency					
7. Total of 4, 5 and 6					

REPORT OF GUARD CHECKED

Location of the Guard	Day and hour of check				Checking Officer	Remarks
	Day RSI	Day HC	Night RSI	Night HC		

1. Armoury Guard

2. Treasury Guard

3. D.P.O. Guard

These will be necessary for platoon statements

DAILY DIARY OF RESERVE INSPECTOR (full name with cell No.)

RESERVE SUB-INSPECTOR FOR PLATOON (full name with cell No.).

Reserve Inspector.

Reserve Sub-Inspector.

3. Reserve Inspector - Operations: One Reserve Inspector will be earmarked for all operational functions of the district/city reserves. He will report to the DSP Reserve Police in the districts and to the ACP in the cities. He will be assisted by 3 RSIs, 3 ARSIs, 6 HCs and a specified number of PCs apart from the required ministerial staff. His functions and responsibilities are—

A. In charge of Police Control Room, if any,

B. Dispatch and receipt of Reserve Police Contingents, deputing personnel for guards, escorts, bandobust duties as per orders, issue of passports and inspection of personnel being deputed on duty and on their return, checking arms and equipment and other material and stores issued to them or brought by them, and making entries accordingly in the General Diary.

C. Safe custody of Railway and bus warrant books.

D. Preparation of day-to-day schedule of duty and deployment.

E. Custody of all working keys and of all the Duplicate keys in sealed covers.

F. He should be available at Headquarters and not leave his residence without prior permission of the DSP.

G. Reception of all sick personnel from platoons recording their names in the sick register, dispatch to hospital in charge of an officer along with their medical history sheets, to enable the Medical Officer to make entries in the case of the discharged men. The Medical History sheets of the discharged personnel shall be returned to the Platoon Commander.

Quarter Master :

4. The Quarter Master RI/RSI will be in charge of the armoury, arms and ammunition, web the equipment, Tentage, Stores, Government property, sports and duty meet and band. He is responsible for the distribution, maintenance, upkeep of arms and ammunition to the reserve police as well as to the local police of the district. He will be in charge of tear gas and other riot control equipment, other accoutrements for the Reserve and District Police. Armourers and other staff for the discharge of these duties assist him. He shall frequently use anti-pest control measures to prevent damage by rats / white ants etc. Fumigation be done as is necessary.

Reserve Inspector - Motor Transport

5. The functions and responsibilities are -

A. In charge of Motor Transport of the district and maintenance of records of all motor vehicles of the Reserve Police as well as the Civil Police.

B. Maintenance, timely repairs and good upkeep of all vehicles, fix up responsibility of drivers.

C. Efficient upkeep of all repair facilities, workshop equipment, P.O.L. outlets and spares and stores.

D. Ensure economy in fuel, Tyre and other expensive items and avoid wasteful journeys.

E. The efficient performance of duties by the drivers of the Reserve Police and other vehicle users.

F. Ensure availability of vehicles for various duties including requisitioning, hiring of vehicles for Police Bandobust.

G. Prisoners escort vehicle should be specially made with strong mesh and double doors.

H. Vajra and water cannon shall be kept in readiness.

I. The drivers shall be imparted skills in minimal repair techniques and in dispatch of tappals, writing tappal register etc.

Reserve Inspector in charge of Training and Welfare and Home Guards

6. His duties are as follows -

A. In charge of the District Training Centre and its management.

B. Training courses both in-service, on-job and outdoor for the Reserve Police as well as the civil police of the district.

C. Training of Home Guards with multi-tasking techniques like driving, typing, tappal dispatch, PCR duty etc.

D. Assistance in recruitment of policemen and Home Guards.

E. Police welfare and line discipline. He will be welfare officer for the district and will also be overseeing the cooperative stores, societies etc.

F. Target practice of Reserve and local police.

G. Designing and running of special courses on various tasks for Reserve and L&O Police suited for the district.

Reserve Sub-Inspectors

7. The departmental status of Reserve Sub-Inspector is equivalent to that of a Sub-Inspector of the civil police.

Headquarters Reserve Sub-Inspectors

8.A. The Headquarters Reserve Sub-Inspectors, will be assisting the RI Operations in the running of the Reserve Police Control Room and assist him in all his duties. One RSI will always be on duty in the Headquarters of the Reserve Police which would also function as a Reserve Police Control Room.

The duty RSI/ RI shall hold roll call every working day at 6 am, 9.30 am, 4 pm and 8 pm and on holidays at 8 am, 4 pm and 8 pm. He will brief the DGP office/Range office circulars to the men and officers and latest news about terrorists and extremists.

B. Whenever the Headquarters RSI leaves the control room or the armoury, he shall hand over charge to the ARSI by an entry in the general diary.

Personally keeps armoury clock right

C. Maintenance of the general diary in which everything that happens in the armoury as well as in the Control Room all events that are reported to the Reserve Police, the incidents and information given should be recorded. He shall exchange charge under record and signature in general diary, whenever he leaves the Control Room/armoury and returns to it.

D. Despatch of all escorts and parties of men and issue passports noting the same in the general diary the departure and arrival of all escorts including escorts and parties of men from other districts. He shall inspect all men going out on escort and other duty and also after they return from, such duty including check of all equipment or stores or other material issued to them or brought by them and record it in the general diary.

F. Mounting and relief of armoury, magazine and District Police Office Guards.

G. Assisting RI in reception of sick personnel and sending them to Medical Officer.

H. Management of the Control Room, prompt dispatch of messages and keep the senior officers informed of the happenings, reported in the Control Room.

I. Ensure security of all equipment and other property, arms and ammunition, personnel who are in the premises during his spell of duty.

J. Keep in close touch with the District Police Control Room and other Control Rooms of the town/city.

K. Learn skills in writing, giving T.P. messages and other scriptory work including computer data entry operations.

Duties of Platoon Commander/Reserve Sub-Inspector

9-A. The efficiency of his platoon and the Reserve depends on his capacity, commitment and professionalism.

B. Maintenance of the duty roster of his platoon and compliance of orders of Reserve Inspector/Company Commander regarding deputation of personnel.

C. Receiving of all sick reports of his platoon and their production before the Reserve Inspector Operations for passporting to hospital. He shall form up his men on parade each morning and evening and present to the Reserve Inspector of the Company a parade statement (Form 156) showing the details

of the Head Constables and Constables who are present, those absent, and those on sick leave etc.

D. Nomination of HCs and PCs of his platoon for duties as may be required

E. Inspection of the personnel before sending them to the Reserve Inspector Operations for passporting on duty.

F. Production of Head Constables and Constables at the orderly room who have misbehaved.

G. Implementation of orders awarding extra drill or guard to personnel of his platoon.

H. Service of orders on the personnel, received from the Reserve Inspector of the Company and obtain their explanations. Taking personal care of their health, welfare and other difficulties.

I. To know all about each Constable and Head Constable and prepare an inventory of their skills and achievements and qualities and make entries in the small service books.

J. Enhance his own skill by constant training and self effort and his capacity for bold action in times of crisis.

K. Learn skills in writing, giving T.P. messages and other scriptory work including computer data entry operator

RSI - Motor Transport (Technical)

10. One technical RSI will assist the Reserve Inspector in charge of the Motor Transport Wing of the Reserve. This Wing will consist of drivers both PCs and HCs as well as maintenance staff. The upkeep, maintenance and deployment of vehicles of Reserve Police of the district will be his main function. The vehicles of the district other than those of Reserve Police will also be in his charge for repairs and servicing. Day-to-day upkeep will be the responsibility of the Units to which they are attached. His duties and responsibilities are -

    A. Check the kilometres done for every day for each vehicle and POL used and make entries in the Vehicle diary each day;

    B. Maintenance of all records relating to vehicles viz, MT Registers, MT returns, petrol/diesel Registers separately, hired vehicles Register;

    C. Servicing of vehicles as per norms laid down.

D. Implementation of maintenance schedules for all vehicles directly or through the concerned officers if vehicle is not at Headquarters.

E. Prompt carrying out of minor repairs and arrangements for major repair as per prescribed procedure.

F. Hold charge of stock of essential accessories and spares.

G. To be in charge of Motorcycles, Scooters or other vehicles at Headquarters including cycles, get them cleaned weekly on every Thursday, inspect them and enter in the Diary the condition of each and get necessary repairs done.

H. Framing of guidelines and procedure of pre-maintenance and repair of vehicles, motorcycles, cycles etc. which are outside Headquarters and transmitting them through Addl. SP/SP to all SDPOs outside Headquarters. Such action in respect of those outside district Headquarters should be done by concerned SDPOs on the basis of instructions sent from Headquarters.

I. He shall be responsible for training the drivers and maintenance staff with particular reference to fuel efficiency, condition of the engine and tyres, electrical fittings, brakes, lights, tail and indicator lamps, wipers, traffic rules, use of siren etc. He will also be responsible to see that all those who drive vehicles are in possession of valid driving licences. He should bring all violations to the notice of SP through proper channel promptly.

11. His duties further consist of assisting the RI in the following responsibilities:

A. Safe custody of the Railway and Bus Warrant books

B. Custodian of all working keys. Duplicate keys in sealed covers shall be in custody of Reserve Inspector

C. In charge of all arms and ammunition in armoury

D. Not to leave lines without prior permission and relief by RI or another RSI.

Assistant Reserve Sub-Inspector

12. The Assistant Reserve Sub-Inspector assists the Reserve Sub-Inspector in the scriptory and general work of the platoon and such other work entrusted to him by the RSI. The ARSI attached to RI Training shall also be responsible for the state of the lines and other District Reserve buildings and the parade ground. He shall report any irregularity or misconduct in the lines to the platoon and company commanders and correct it on the spot. He will attend

parade and hold charge of the platoon or sections, if required. One ASI or HC from each colony of police quarters will be attached to the RSI for making comprehensive maintenance of quarters located in the district headquarters and the city. He should be in touch with Municipal Corporation Officials of the District and ensure cleanliness. Implement procedures for self-discipline in waste-management.

Records in the District Reserve Police

797. The SP/Addl. SP of the District will check these records frequently and record his comments with signature and ensure compliance of instructions, if any.

Long Leave Register

1. Applications for leave will be entered in a register in Form 157 as and when they are received. Leave should be granted in that order except in the case of emergencies. Each platoon will have a register which along with the leave rolls, with leave eligibility noted therein by the DPO is placed before the SP/Addl. SP to enable him to know the number on leave in the platoon, and assess feasibility to grant the leave. It is desirable to grant leave at the Orderly Room, as it enables personal interaction and counselling and better judgment as to duration and need for leave. The leave granted should be sufficient for the purpose for which it is applied and should not be refused except in emergencies.

FORM – 157 **Order No.797-1 & 797-2**

LONG LEAVE REGISTER

Sl. No.	No.	Rank	Name	Petition date	Leave required with dates	Reasons	Orders of Super-intendent of Police	Leave Roll Number	Date of availing	Date of return	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Casual Leave Register

2. This will be maintained for each platoon in the same Form 157 as the Long Leave Register. The Reserve Inspector of the Company shall record his orders granting or refusing leave in the register. All cases of refusal shall be placed before the SP/Addl. SP. It is desirable that long or casual leave is granted according to eligibility. The availability of adequate strength in a

given situation, whether the leave is a ploy for malingering or avoid a particular duty should be the factors to be borne in mind. While casual leave or any leave is subject to exigencies of administration, there should be no room for favouritism or vindictiveness in this matter.

Duty Roster

3. This has to be maintained by each Platoon Commander in his own hand, checked and initialed by the concerned RI at least once a month. The nature of the Shramdan if any, performed should be clearly recorded.

Family Quarters Register

4. This Register should be maintained in Form 158, indicating the names of the personnel in occupation of the quarters and the names of persons in the waiting list. The names should be entered in the waiting list in the chronological order and the allotment of quarters made in the same order.

FORM - 158 **Order No.797-4**

LINE QUARTERS REGISTER

Lines Block Number	Line Quarter Number	Number	Rank	Name	Date of occupation and vacating	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Transfer Seniority List

5. Applications meant for transfer of constables from Reserve Police to Civil Police shall be strictly in accordance with rules. The seniority list in Form 159 for transfers will be maintained and effected by the competent authority.

FORM – 159 **Order No. 797-5**

TRANSFER WAITING LIST

Sl No.	Number	Name	Date of Petition	Place or District to which transfer is requested	Native Place and District of P.C.	Date of Dis-patch	C.No.	S.P's orders	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Seniority lists (also showing eligibility to promotion)

6. Up-to-date seniority lists and promotion panels if any, in Form 160 for promotion and automatic advancement scheme should be kept with SP/Addl. SP and DSPs concerned. Every entry or removal or alteration must be by a District Order. For promotion, each District, Commissionerate, CAR Hqrs. and SAR-CPL Amberpet should be treated as separate Units. Separate and similar seniority lists with eligibility criteria noted must be maintained for the motor transport staff. Special rules have been laid down for all the above categories.

Counseling / Orderly Room

7. At the ceremonial and other weekly parades the SP shall ask the men whether they have any representation to make. If it is possible he shall take on the spot decision or otherwise announce his decision later. He shall also hold orderly room treating such situation as personal interview/Counselling. In the absence of SP, Addl. SP/DSP should hold orderly room once a week at about 10-30 AM. It can also be held on working days by the RIs except Thursday. Platoon Commanders should personally march in their men and be present in the orderly room. Representation and Counselling including the sanction of leave, grant of PF advances, request for transfer, allocation of quarter and such other matter shall be dealt with. The particulars shall be entered in two registers (Form 161 and 162). The request for orderly room by HCs and PCs shall be complied with. It should be treated as personal interview cum Counselling. The following instructions shall be kept in mind in conducting orderly room.

   A. The officer while holding orderly room shall be dignified, firm, fair, understanding and sympathetic.

   B. The decision should be swift but not hasty.

   C. Patient hearing is necessary. Insulting, belittling or abusing or shouting or losing temper should be avoided at any cost.

   D. If the request cannot be considered, the current position should be explained in clear terms.

FORM No. 161 **Order No. 795-7**

ORDERLY ROOM REGISTER I

Name of Constable or Head Constable.....

Number.....and Cell phone No.....

Sl No.	Date of O.R.	Held by RI/ SDO/ AO/SP	Details of charge and date of offence	Orders of officer holding O.R.	Signature of officer holding O.R.	Date on which orders have been carried out	Signature of Reserve Inspector	Reference to page number of O.R. Register II
1	2	3	4	5	6	6	7	8

N.B.: - Four pages should be left for each person.

FORM - 162 **See Order No.797-7**

ORDERLY ROOM REGISTER II

Date of O.R.	Officer holding O.R.	Numbers and ranks of persons placed before the officer	Nature of offence committed	Punishment awarded	Signature of officer holding O.R.	Reference Page numbers of O.R. Register I	Remarks
1	2	3	4	5	6	7	8

Pay Disbursement Register

8. Pay and travelling allowance and all other monies due, if the same is not paid through the banks, should be promptly disbursed by platoon commanders under the supervision of RI/DSP.

Scale of Arms and Ammunition of the District Reserve Police

798. The following are the scale of arms and ammunition for the District Reserve fixed by the Government of India.

G.O. Ms. 63, 18-1-1954.

1. Arms for service:

A. One rifle or SLR per Head Constable and Constable

B. 4 Carbines for each 100 rifles authorised

C. One revolver/pistol per officer of and above the rank of Assistant Sub-Inspector

D. 4 V.L. Pistols for Reserve

E. One Bren Gun per 100 members

F. One E.Y. Rifle with discharger cup per platoon

G. Special arms

a. Self-loading rifles @ 1 per HC/PC

b. Carbine machine gun @ 1 per section

c. AK 47 assault rifle @ 1 per section

2. Arms for training :

A. .22 rifles - one per 20 trainees

B. .303 rifles/410 muskets/SLRs - one for each trainee

C. .455/.38 revolver - one per 10 trainees

D. Carbines Machine Thompson - one per 10 trainees

E. One Bren Gun per district

F. One AK 47 per platoon

3. Ammunition for service :

A. 100 rounds per rifle

B. 30 rounds per revolver

C. 192 rounds per CMT

D. 500 rounds per Bren Gun

E. 19 rounds per V.L Pistol - illuminating 12, red 4, and green 3

F. 20 grenades per E.Y. Rifle

G. 27 ballistic cartridges per E.Y. Rifle

H. 40 rounds .303 cartridge tracer S.G. per platoon of Armed Reserve.

4. Ammunition for practice : (per annum)

A. .303 rifle / 60 rounds per capita

B. .38/.455 Revolver - 60 rounds per capita

C. Carbine Machine Thompson - 15 rounds per capita

D. Bren Gun - 360 rounds per weapon

E. E.Y. Rifle - 10 grenades, 6 Dummy grenades, 50 Ballistite cartridges- per weapon

5. Ammunition for training: (per annum)

   A. .303 / 100 rounds per trainee

   B. .38/.455 Revolver - 70 rounds per trainee

   C. Carbine Machine Thompson - 50 rounds per trainee

   D. .22 rifle ball - 10 rounds per trainee

   E. Bren Gun - 300 rounds per weapon

   F. V.L. Pistols, illuminating 1 round per 15 men, red/green 1 round per 20 men

   G. E.Y. rifles - 10 grenades and 20 ballistite cartridges per E.Y. Rifle

Note: Blank ammunition will be supplied @ 10 rounds per weapon per annum.

Care and Custody of Arms

799-1. **History of Arms**: All SHOs and other designated Officers of other Units to which arms and ammunition are issued shall maintain histories of the fire-arms supplied to each in Form 163. The Quarter master/RI shall also maintain a similar register for all weapons on the charge of the district/city. He shall scrutinise this register and ensure that each fire-arm is rebrowned in due time and also produced for AIA's inspection in accordance with the orders on the subject.

FORM - 163 **Order No.799-1**

ARMS HISTORY SHEET

Type of Weapon

Unit No. Body No. Bolt No.

Issued on Date of issue

Inspections		Lubrication date	Details of all repairs and rebrowning and new parts supplied and remarks of inspecting armourer, etc. Initials of the armourer	Initials of the armourer
By whom	Date			
1	2	3	4	5

Inspection of Arms in Sub-Divisions by District Armourers

2. During the course of a month, preferably in the first and the last week, the armourer of the Reserve shall inspect the arms of two sub-divisions including Detective and Traffic in the district. He shall inspect every weapon borne on the strength of the L&O Police Station, Detective PS, Traffic Police Stations etc. including scabbards and bayonets. The Sub-Divisional Police Officers shall arrange to get all the weapons including those of Railway police stations of the area, to the sub-divisional headquarters and get them examined and repaired by the armourer. The armourer will attend to only minor repairs at the sub-divisional headquarters. He will make out a list of arms requiring major repairs and the SDPO concerned shall send such arms to the district headquarters, where repairs shall be undertaken at the police armoury. This procedure should strictly be followed to enable the district armourer to test every weapon twice a year. The SDPO shall ensure that the civil officers respect the AR officers.

3. Store day generally falls in the third week of every month. The weapons brought from a sub-division would have been repaired by then by the armourers. They should send all of them back to the sub-divisional Headquarters through the store Constable of the sub-division.

4. During the course of the second week of a month, the armourer shall inspect the arms and automatic weapons of the Reserve police and point out the defects, if any, to the concerned Platoon Commanders. He shall also attend to the half-yearly lubrication of arms.

5. When weapons are taken out, the policemen shall dry clean them and before returning them to the armoury, they shall apply oil to all the metallic portions. All RSIs shall inspect weapons of their respective platoons after every parade and see whether any parts are missing and whether they are cleaned properly. Any neglect in the care of arms shall not be permitted and such instances should be promptly brought to the notice of the senior officers concerned for suitable action.

6. If any musket or rifle is found rusty or any barrel bulged or neglected, the PC or HC to whom the weapon has been issued shall be dealt with in a disciplinary case. All RSIs shall maintain a book wherein details of inspection done and action taken against any Constable or Head Constable for missing parts or causing damages to his weapon should be entered. The RI/RSI, Quarter Master should effectively supervise the work of armourers and more so, the work of the Platoon Commanders in this regard. Reports of the armourer, after his inspection of arms, regarding losses of and damages to arms due to neglect shall be promptly attended to by the concerned.

7. The following are the special instructions to armourers going out to inspect weapons of the Sub-Division.

   A. Thorough inspection of each and every arm including bayonets and scabbards that are produced for inspection. He must be supplied with a complete list of arms held by each sub-division.

   B. The armourer on the spot shall carry out all minor repairs to weapons.

   C. The armourer shall maintain a separate general diary in triplicate indicating the work done by him on each day. He shall send a copy of his general diary to the SDPO concerned and get his acknowledgement and another copy to the Addl. SP/SP through the Quarter Master, Headquarters.

   D. He shall ensure that linseed oil is applied to the wooden portion of all muskets / rifles.

   E. He shall take with him his tools and a few spares for the weapons to be inspected. Those arms that need attention in the armourer's shop shall be marked separately and brought to the District Headquarters.

   F. It is neither the work nor the duty of the armourer to clean weapons but only to repair them. SDPOs shall, therefore, ensure that all arms are cleaned thoroughly before the district armourer inspects them.

   G. A small table and two Constables shall be provided by the SDPO to enable the armourer to carry on with his work at the Sub-Division.

   H. The armourer shall on his return to headquarters, submit a report in duplicate to the SP through the RI Headquarters on the work turned out by him and the condition of the arms in the Sub-Division. A copy of the report will be sent to the SDPO concerned.

Annual Mobilisation

800-1. All personnel of District / City / Railway Reserve Police have to be mobilised for training for 15 days once a year preferably, during the months of January or February. The main objectives are i). to tone up professional skills, ii). Update knowledge levels to tackle extremists, rowdy-elements and terrorists, iii). To develop right attitudes and impart behavioral skills iv). To tone up disaster management skills. One third of the SDPOs / ACP shall be present on parade every day and take an active part in the mobilisation. It is important that officers should not permit themselves to become so rusty in their drill and out-door work as to be unable to efficiently command the Reserve Police when necessary. The Addl. SP / Addl. DCP and the DSsP/ACP AR and

concerned Reserve Inspectors, an SDPO/ ACP should attend the annual Mobilisation at least on one of the working days. The Reserve Inspectors and DSP / ACP of AR whose company Units are mobilised must attend all days the different sessions of the training throughout the day. Addl. SP should be present every day at one or the other sessions throughout mobilisation.

2. The SP / DCP should personally supervise the organisation of the mobilised Reserve and should ensure that Addl. SP is present throughout at Headquarters. SP / DCP should also keep himself in touch with the progress of training and attend parades regularly during the mobilisation unless he is away from Headquarters.

3. During the annual Mobilisation, Sundays should be totally free. The full Mobilisation routine will be carried out during the other days. If, however, a public holiday intervenes, it should be treated as a holiday without parades, classes or fatigues. The SP should so schedule mobilisation of each company for training that there is a minimum of 12 or 13 training days for each company in a fortnight. The programme should be drawn up in such a manner that the specific requirement of the district / commissionarate are taken into consideration and the stress is more on practical demonstration and actual field situations and specific standards to be achieved in various spells.

4. During the annual Mobilisation, the personnel in training shall not be deputed for other duties.

5. Thorough medical examination of all the Police personnel should be conducted and they should be treated with due care, over weight persons should be given special weight reduction training for a month.

Mobilisation Orders

801-1. During the Mobilisation of the Reserve Force, all standing duties of the company under mobilisation shall be taken over by the civil police and in some instances by Home Guards. Standing orders for this purpose shall be drawn up for each district, city and State Reserve, containing the details of the duties; L&O P.Ss shall send their personnel to perform these duties.

2. Instructions on the following points shall be conveyed in respect of the personnel to be drafted from the district for the purpose.

   A. the number of police officers of each rank to be sent;

   B. the officer and place where they should report;

C. their likely duties and

D. the arms and ammunition to be taken by them.

3. The following instructions shall be followed.

A. The policemen shall carry their full kits.

B. If a mobilisation is to last for more than 15 days, they should be relieved by substitutes from the same sub-division once in ten days.

C. Care should be taken, when drawing up Mobilisation orders, not to unduly weaken important L&O Police Stations.

D. None of the staff of Detective Police Stations, CCS or DCRB or any Unit of Investigation Branch shall be drawn for mobilisation duty.

Reserve Police on detachment duty

802-1. A General Diary shall be maintained by the officer in charge of detachment, in which the movements of the officer in charge and of all personnel, the duties for which they are employed, any incident and all particulars such as discipline, presence or absence of any personnel, sickness, injuries, use of fire arms or other events shall be entered.

2. A copy of the General Diary should be sent to RI of the Company and to the SP of the district, if deployed outside the district, to which the detachment belongs.

3. The officer in charge of the detachment should equip himself with the briefing documents and instructions on the task to be performed and brief the personnel thoroughly before proceeding and after arrival. The requisitioning officer is responsible for making available all material in advance and any additional material on arrival.

Curriculum for intensive training of the District Reserve

803. **The training shall be done on the following lines**:

1. From March to October, the weekly programme of work should be provided for parades of one and half hours duration in the morning and 45 minutes in the evening except on Sundays, Thursdays and other holidays. Lectures and demonstrations by officers from Addl. SP to RSI should be arranged between 9:30 and 10:15 a.m. three times a week. The prescribed firing practices should be completed before onset of monsoon. Hours of work for those on rifle firing practice at the range shall be specially detailed. Due provision shall be made for regular instructions and practical training in—

A. Squad, Company and arms drill, P.T., B.T. and lathi drill, Skirmishing (instructions),

B. Route marches and small tactical schemes,

C. Mob operations (drill and practicals), / use of non lethal weapons

D. Cordon and search (instructional and practical) operation.

E. Elements of bomb disposal,

F. Picket duties in disturbed conditions (including temporary, stay in localities),

G. Patrolling (riot affected, crime-prone, terrorist affected areas and highways)

H. Road bandobusts on VVIP security,

I. Election duty (mobile force or striking force),

J. Disaster and natural calamities,

K. Anti-terrorist operations (ambush, Counter-ambush and reaction),

L. First aid and Life saving

M. Camp layout discipline and routine

N. Field firing

O. Construction of bivouac shelters (instructional and practical)

P. Tent-pitching

Q. Musketry (instructional)

R. Care of arms

S. Anti-malarial, anti-dengue fever, swine flu prevention measures and sanitation

T. Care of clothing and equipment

U. Leadership

V. Night marching by compass

W. Marine Police duties

X. Cooking (selected men) and games

Y. Prisoners escort duties - Do's & Dont's

Z. Organizing health and awareness camps in interior areas

2. November - Preparation for and performance of the reserve force, area tours by all Reserves.

3. December, January and February - specially intensified training in the selected subjects indicated above should be given to the mobilised portion of the Reserve in each of these months. The CP/SP and Addl. SP/Addl DCP should carefully identify the specific problems of the district/city and have clearly

defined training modules for this period and ensure compliance. The ordinary parade programme in December, January and February, excepting holidays, should provide for two hours work in the mornings and one hour work in the evenings, instead of the one and half hours and 45 minutes prescribed in (1) above and for practicals and lectures on five days of the week. The CP/SP/ Addl. SP/Addl. DCP must attend all parades during mobilisation and as many as possible during other days. The CP/SP should be present for all mobilisation parades if at Headquarters. SDPOs should also be brought into headquarters at this time for a week each as convenient and should attend parades daily, unless prevented by other really urgent work.

4. During the month the CP/SP/DCP/Addl. SP / Addl.DCP should attend parades at least twice a week, the Headquarters SDPO/ACP at least once a week, and other SDPOs /ACP whenever they visit district headquarters.

Remote Areas :

804-1. To accustom the District / City Reserves of conditions prevailing in forest, hilly, inaccessible tracts on coast or other areas (to be specifically identified) the SP/Addl. SP of all districts should tour once a year with the non-duty platoons for fourteen days in such areas within their respective districts. During these tours, the Special Reserve shall be trained specially in tactical work and anti-guerilla terrorist operations in the field and other duties, which they might be called upon to perform in the forest areas, hilly and inaccessible areas.

2. The boarding arrangements shall be at the cost of the Government, apart from their entitlement to DA as per rules. Medical arrangements shall be made to look after the health of the personnel. Commissariat and medical arrangements are part of the camp training.

3. The Superintendent of Police will fix the date for the tour in consultation with the Zonal Inspector Generals/DIGP concerned.

4. The camp site selected should vary from year to year and should be deep inside the forest, hilly areas, or remote areas and not in a village or hamlet or any habitation.

Proficiency Tests

805-1. The ACP/DSP/Addl. SP AR shall ensure physical fitness in accordance with Chief Office Circular Rc No. 64/2 training 2/2016 dt. 2-2-2016 where A (fully fit), B (moderatly fit), C (unfit), obese categerisation is done. (Ref.

APPM Part 1 Volume II-B PSO 744-18 for details. Overweight personnel should be sent for weight reduction training.

In order to motivate for a higher standard of individual efficiency in Reserves, the Government have approved the holding of annual proficiency tests for Head Constables and Constables and to grant proficiency pay to those who passed the Test at the Rate of Rs.60/- per month for Head Constable and Rs.40/- per month for a Constable.

2. The proficiency test mentioned in sub-order (1) above is open to personnel who obtain 50 per cent or more of the possible score in the prescribed musketry (Rifle/SLR/revolver/carbine) practices held in the presence of CP/SP/Addl. SP/Addl. DCP/ACP/DSP during the preceding year and who during the same period are not awarded a recorded punishment or three orderly room minor punishments. The test is not open to those who have not completed probation. The personnel satisfying these conditions shall be selected by the SP/Addl. SP of the District. Such personnel will appear for tests given below;

   A. Head Constables - Personal handling of arms issued and in the control and drill of all kinds including PT and BT and in mob dispersal exercises, and the special training given in Riot control or Commando etc. given to him.

   B. Constables - An examination in the handling of arms issued and in drill of all kinds including special skills imparted.

   C. MT Staff - An examination held by the Motor Vehicle Inspector in motor driving, maintenance, mechanism and running repairs (under the personal supervision of the CP/SP/Addl. SP) and other skills like swimming, typing, writing, etc.

   D. Armourers - An examination held by the Reserve Inspector in armourer's work (under the personal supervision of SP/Addl. SP).

   E. Those who obtain 50 per cent of the total marks in the tests will be granted proficiency pay for one year at the rates mentioned above. The Superintendent of Police, who will sanction the grant of proficiency pay to successful personnel, will conduct these tests in January each year. The sanction will run for one year from the date of passing the test and its continuance will depend on passing the next annual test. Proficiency pay will be forfeited for serious misconduct or if the PC/HC becomes physically unfit for duty.

FORM - 164 **Order No. 806-1**

TARGET PRACTICE REGISTER FOR ARMED RESERVES

Preliminary / Recruits

_____ Practice for _____ Men in Rifle for the

Year .....

Classification / Trained

Armed Reserve ..... Platoon ..... Name of the Reserve Inspector .....

(Note:- Same form to be used for practices with other weapons such as T.M.C., Bren, Revolver, etc., with suitable modifications)

Sl.No.	
Rank	
Number	
Name	
Bull	Practice
Inner	.....
Magpie	No. of Rounds
Outer	H.P.S.....
Total Points	
Bull	Practice
Inner	.....
Magpie	No. of Rounds
Outer	H.P.S.....
Total Points	
Bull	Practice
Inner	.....
Magpie	No. of Rounds
Outer	H.P.S.....
Total Points	
Bull	Practice
Inner	.....
Magpie	No. of Rounds
Outer	H.P.S.....
Total Points	
Bull	Practice
Inner	.....
Magpie	No. of Rounds
Outer	H.P.S.....
Total Points	
Bull	Practice
Inner	.....
Magpie	No. of Rounds
Outer	H.P.S.....
Total Points	
Bull	Practice
Inner	.....
Magpie	No. of Rounds
Outer	H.P.S.....
Total Points	
Bull	Practice
Inner	.....
Magpie	No. of Rounds
Outer	H.P.S.....
Total Points	
Total H.P.S.	
Total Score	
Merit	
REMARKS: Regarding eligibility to badge, reasons for not completing of practice, etc.	

3. The qualifying standards for the proficiency pay should be applied very strictly. Zonal Inspectors General/DIGP will pay special attention to this matter during their inspections and ensure that the above orders regarding the qualifying standards and grant of proficiency pay are complied strictly.

Target Practices and Good Shooting Badges

806-1. Target practices shall be held as laid down in the Drill Manual and the scores noted in Form 164.

2. Badges for good shooting shall be awarded to the men as follows on the completion of the annual individual practices.

A. Silver badges to "Marksmen" that is, those who obtain 79 points and above out of 100, and silk badges to "First Class Shots", that is those who obtain 63 to 78 points out of 100. A gold badge will be awarded to the person who obtains the highest marks in the Reserve, provided the marks obtained do not fall below the minimum required for a silver badge.

B. The entitlement to wear the badges shall be for a year after it is awarded and can be continued only if he obtains required score in the succeeding year.

3. Money prizes of the following values may be awarded to the best shots in the Reserve Police in different types of weapons and practices.

Gold badge	- Rs.500
Silver badge	- Rs. 400, 300 and 200 respectively for the first three.

District Reserve Police Annual Shooting Competition

807-1. The competition shall be compulsory for all personnel of the Reserve police irrespective of their deployment.

2. The competition should be completed by the end of the second quarter of each year and results communicated to the IGP Training who is the Honorary Secretary for this competition. The IGP Training should bring to the notice of the Addl. DGP (R&T) and DGP the results giving a critical appraisal of the standards and type of weapons and practices after the competitions are completed and suggestions for improvement.

3-A. The strength of the teams shall be the multiple of ten nearest to the 50% of the sanctioned strength of HCs and PCs. For the purpose of this competition, ARSIs shall be reckoned as HCs. Not less than 50% of the sanctioned strength of HCs shall take part in the competition. A gazetted officer, who will accompany it either on a bicycle or vehicle, shall command the team. The orders to "Fire" for each section will be given by a HC.

B. If the 50% of the strength of PCs and HCs is, say 95, the number of men that have to take part in the competition shall be 10 and not 9. The RIs and RSIs fit for duty shall form part of the teams and shall, if less than 40 years of age, march with it and if over 40 years, may accompany on a bicycle or foot or vehicle as he chooses.

4-A. The team shall march 16 kilometers and fire 5 rounds by sections of not less than 7 and not more than 10 in single rank, in kneeling position, from a range of 200 yards. Then the sections will double up 10 yards forward and fire 5 rounds in standing position on the same target. The firing shall be without fixing bayonets.

B. The time allowed for the march is 2 hours and 40 minutes. The additional time allowed for firing is calculated at 6 minutes for each section. The time allowed for 5 rounds for each section shall be 23 seconds. The time shall be calculated from the word of command "Five rounds fire". The command "Fire" shall be given by the section Commander when the section has loaded the ammunition. At the 20th second the umpire will caution the section by calling the time and blow the whistle on completion of time i.e., 23 seconds when the section shall Cease Fire. As soon as the section has completed firing 5 rounds at 200 yards the section commander will give word of command "Unload Ease Spring". As soon as the section has eased spring at 200 yards the section commander will give word of command "Prepare to advance". As soon as the personnel are ready, he will give the word of command "Advance", when the section will double up 100 yards in the walk up position. On arrival at 100 yards firing point, section commander will give word of command "5 rounds standing load at the target in front fire". The time allowed to complete 5 rounds at this point will also be 23 seconds from the command "Five rounds fire". Words of command shall be in Hindi.

5. Official target No. 3 (service target 4' x 4') will be used in case of 303. For SLR and AK 47 rifles figure 1 & 2 targets should be used. The scores will be counted as per ring value or place value in case of figures as shown below.

DIMENSIONS AND SCORING

Circle	Diameter in inches	Scoring
Bull Circle	12"	10 Points
Inner Circle	24"	8 Points
Mag Pie Circle	36"	6 Points
Outer Circle	48"	4 Points

Note:- To obtain the result, the number of HCs and PCs who commenced the march, excluding the Section Commanders who give the fire orders, will divide the total points

scored. HCs other than Section Commanders will fire. Gazetted Officers, RSIs will not fire.

6. If the RIs or RSIs fail to complete the march within the prescribed time, 10% will be deducted from the total number of points scored for each RI or RSI. The penalty for firing after the umpire sounds the 'Cease fire' will be 20% of the highest possible score obtainable by the section.

7. The personnel who have fired should not be allowed to mix up with those in other sections, which have not fired. To ensure this, the men who have fired should march 100 yards off the firing point and stand away from the men who have not fired. As soon as firing is completed, the target should be brought from the butt to the 100 yards firing line in the immediate presence of the judges. The target should, however, be away from the firing line.

8. **The following dress will be worn**:

   A. **Gazetted Officers and RSIs**:— Working dress, revolver in holster and 12 rounds of ammunition in pouch.

   B. **HCs and PCs**:— Working dress, beret, haversack containing full water bottle. Jungle boots must be worn. Rifle belt, pouch with 10 rounds ammunition and bayonet in the scabbard.

9. Each competing team shall be judged by a committee consisting of the following:

   A. Zonal Inspector-General/DIGP or the Commandant of an APSP Bn/ SAR CPL or the SP of a neighbouring district.

   B. A Local District Officer (not a Police Officer)

10. The results of the competition shall be reported to the Secretary in the following form. Failure to comply with these instructions will render the district liable for disqualification.

Competition for District Reserve Police

	Reserve Inspectors	Reserve Sub-Inspectors	Head Constables including Asst. Reserve Sub-Inspectors	Constables
Sanctioned strength				
Number competing				
Number firing				
Scores: First and Second practices				

HITS

10		
8		
6		
4		

Total of the scores of the two practices	X
Total number of men who fired	Y
Average score per head X/Y	
Time taken for marching	
Date of competition	

Judge : 1. Judge : 2.

Tear Gas Squads

808-1. In every district Reserve Police, there should be one squad for each company attached to the headquarters company consisting of 1 RSI/ARSI, 2 HCs and 12 PCs. The strength of the squad should be drawn equally from each active company and attached to the headquarters company by rotation. The personnel should be replaced once a quarter by fresh batches drawn in a similar manner. This is to ensure that every person in the Reserve is trained in the use of tear smoke.

2-A. The following is the scale of equipment for each squad -

a)	Riot Guns	7
b)	Truncheons	1
c)	Shell carriers	7
d)	Grenade carriers	7
e)	Gun carriers	7
f)	Fliterite shell carriers	1

B. The following is the scale of auxiliary equipment for each squad -

a)	Rag "E" type container for the squad	15
b)	Rag "E" type container for armed protective squad	20
c)	Rag DP	36
d)	Shoulder pad	7
e)	Torch holder apparatus grenades	1
f)	Disinfectant (Joyes Fluid)	1 bottle
g)	Sponges for cleaning of respirators	2
h)	Capsules heating apparatus	1
i)	Spirit lamp	1
j)	Bottle of spirit	1
k)	File small	1
l)	Pliers, with wire cutting Fixture	1
m)	Wire binding 11"	16
n)	Cleaning rods for guns	1

o)	Grenades (dummy)	24
p)	Sacks (for grenade practice)	2
q)	Almirah (for increased munitions)	2
r)	Respirator almirah	1
s)	Win indicator	1
t)	Medical First Aid Outfit	1

C. The following is the initial supply of tear gas ammunition for each squad -

a)	Sped heat Grenade C.N.	63
b)	Three way Grenades C.N.	63
c)	Shells Long Range C.N.	84
d)	Shells Short Range C.N.	84
e)	Truncheon Cartridges C.N.	12
f)	Fliterite Shells C.N.	8
g)	Spedeheat Grenades D.M.	12
h)	Shells Long Range D.M.	12
i)	Shells Short Range D.M.	12

D. The following are the scale of tear gas ammunition for practice and service for each squad -

FOR SERVICE QUARTERLY

a)	Spedeheat Grenades C.N.		5
b)	Three way Grenades C.N.		5
c)	Spedeheat Grenade D.M.	…	1
d)	Fliterite Shell C.N.		1
e)	Long Range Shell	…	1
f)	Short Range Shell D.M.		1
g)	Truncheon Cartridge C.N.…		1

E. FOR PRACTICE ANNUALLY

a)	Caps for practice shells	…	400
b)	Refills for practice shells	…	150
c)	Gas pellets	…	120
d)	Firing Mechanism	…	130
e)	Tuncheon cartridge C.N.	…	12
f)	Practice shells with 4 refills each	…	50
g)	Two-second firing Mechanism	…	12
h)	Practice Grenades (excluding delay		14
i)	firing mechanism and gas pellets)		

Housing

809. All ranks of the District Reserve shall reside, so far as accommodation permits, in the lines provided for them at the Reserve Headquarters.

Kit and arms inspection

810. The RI of each company will hold a kit and arms inspection for each mobilised platoon and the RIs of Headquarters company on the first Monday of every month. Platoon Commanders will make lists of deficiencies and see that they are made good during the month.

Roll calls

811-1. Roll calls of HCs and PCs will be held daily at 6 AM, 9.30 AM, 4 PM and at 8 pm, on working days and at 8 AM and 8 PM on holidays. No officer, HC or PC shall leave his lines or his notified residence after the evening roll call without the previous permission of his Campus Commander or Platoon Commander or the Duty Reserve Sub-Inspector.

2. The ARSI or, in his absence, the senior HC of each platoon shall call the morning roll of his men at the lines in the immediate presence of the Platoon Commander, who shall thereby check his parade statement. Bandsmen will also fall in for the roll call.

Motor Vehicle Maintenance and duties of Personnel

812-1. All motor transport of the District Reserve shall be in the charge of the Motor Transport Reserve Inspector/RSI assisted by RSI/ARSI, Motor Transport (Technical) and at least 3 HC mechanics with 3 PCs as per norms one set for 15 to 20 vehicles. They will be responsible for keeping the vehicles in readiness at all times either for the transport of prisoners or a police force in emergencies. The mechanics shall be sent to the authorized showrooms specially when new vehicles are procured, for learning the techniques.

2. The RSI (MT) shall ensure that the vehicles are kept greased, oiled, clean and in perfect order, and will bring any defects promptly to the notice of the higher officers. Take up servicing from time to time.

3. He is directly responsible for all trips from MT HQRs.

4. He shall exercise supervision over the daily diary maintained by the drivers under his control and scrutinize all expenditure on account of the vehicles.

5. All requisitions for the use of vehicles shall be made to him and he shall comply with them if the vehicle is not otherwise engaged at the time, after obtaining the orders of the superior officers.

6. In case of any breakdown or damage or any incident affecting the running of the vehicles reported by the drivers, he shall take such necessary steps for their repair and submit a detailed report through the RI to higher officers immediately, as to the circumstances, the cause of breakdown or damage, and the steps taken for their repair.

7. The prior sanction of the SP should be obtained for all purchases in connection with the vehicles, except oil and petrol, and for repairs except those urgently necessary. The details of the repairs required should be reported to the sanctioning authority immediately after they are noticed.

8. He will issue petrol and oil as necessary, care being taken that requisitions are not in excess of probable requirements. Spare petrol may be carried in cans at the discretion of the Headquarters RSI. The driver will be supplied with a two 10 litre tins for oil and will be responsible for ensuring that he has sufficient oil for any journey. One 10 litre can of petrol shall always be carried in the vehicle as a spare.

9. He shall take all measures to reduce evaporation at the petrol pump and get the pump calibrated by Weights & Measures Department and seal the pump.

10. A stock of 150 litres of petrol, 10 litres of oil and one tin of grease will always be kept on hand with the RI/RSI (MT) in case there is no petrol/ diesel outlet exclusively to the police.

11. The RI (MT) or RSI (Technical/MT) shall inspect the vehicles every morning before they go out and check the petrol on hand and in tanks, both before and after each trip, and shall record the fact in the daily diary submitted by drivers.

12. He will periodically inspect the vehicles and ensure that the drivers and cleaners keep them in good and clean condition and report any neglect to higher officers for suitable action.

13. He will submit a report through proper channel to the Addl. SP/SP regarding major repairs required giving details.

Duties of Driver HC and Constable Assistant

14. Each vehicle will be in the immediate charge of a driver of the rank of HC, assisted by a Constable in the case of vehicles other than Jeeps, Land Rovers, pickup vans and cars. The Driver and his assistant will jointly and severally responsible for the clean and efficient condition of the vehicle. Both of them and Constable Assistant shall clean the vehicle personally and go through all daily maintenance schedule. The HC should see that the Constable Assistant does his work well including cleaning the vehicle and thoroughly understands his job, and also brings to the notice of the RI/RSI (MT) any neglect or misdemeanour on the part of the Constable. He will report to his superior for any repairs and replacements that he considers necessary. He will check up distilled water in the battery, coolant in the radiator and check electric connections.

The Other Duties are

14 A. They must be always available for duty. Ordinarily, when not on actual driving duty they should be at the vehicle between 7 am and 11 am and again between 2 pm and 6 pm and not leave the lines without the special permission of the RI or RSI Hqrs. and when they leave, they should leave word as to where they will be found.

15. Under no circumstances both should be absent at one and the same time.

16. Permission given for any absence from the lines must be for a definite period.

17. HC and PC Assistant when at headquarters they will attend morning parades daily unless they return from duty after 10 pm the previous night, in which case they may attend for duty at 10 am.

18. The Driver HC will be held responsible for the consumption of oil, petrol and grease according to norms set for each vehicle. Any wastage or unusual consumption should be accounted for by him and should be recorded in vehicle diary daily.

19. Before starting the vehicle, he should carefully examine and see if the vehicle is in running order and properly equipped.

20. Immediately on return from a trip, the vehicle should be properly cleaned by both and left in the garage under lock and key.

21. The Driver HC of a heavy vehicle will not make a journey without the PC Assistant who may be dispensed with only when one of the police constables travelling in the vehicle is detailed to be with the Driver HC.

22. They will always be in uniform and will take rifles/muskets (without bayonets) or other prescribed weapons and the quantity of ammunition with them when out on duty with the vehicle except when the Reserve games team are being carried within the town.

23. The rifles/muskets will be carried in clips provided for the purpose. They should be secured by a chain and padlock, the key of which will be carried by the driver attached to his vehicle ignition key. Ammunition will be carried in pouches on the belt in the usual way.

24. The fact of taking arms and ammunition should be noted in the attendance register.

25. In the event of any accident or breakdown immediate communication to the nearest police station should be sent for necessary action and assistance to get the vehicle to headquarters.

26. Any accident resulting in damage to any other vehicle or injury to any person or animal should be similarly reported to the SHO of the nearest station and detailed report to Hqrs RI giving details of damage or defect and cause. The report should be placed for SP's perusal. First Aid to injured persons should be rendered and all assistance to send them promptly to nearest hospital.

27. They will be responsible for any damage to the vehicle or loss of any component or spare parts attracting suitable disciplinary action unless the preliminary enquiry shows that they were not at fault.

28. The driver, before proceeding out of headquarters on duty will sign the attendance register-indicating destination and nature of duty and report his return to Hqrs.

29. The attendance register in the General Diary format will be in the charge of the Hqrs. RSI. A copy of this will be attached to drivers daily report.

30. The Constable Assistant will be responsible for the maintenance of the vehicle in a clean and good condition and will assist the driver in carrying out repairs and adjustments. He will, unless deputed on other duty accompany the driver HC whenever the vehicle is taken out. The RI may provide a substitute.

31. During every ordinary run, the PC Assistant should practice driving under the supervision of the driver. Every Constable Assistant should possess a driving license or learners' license.

32. No unauthorized person will at any time be carried in the vehicle and nobody other than the regular driver or his Assistant will drive, except with the express permission of the SP.

33-A. Every police vehicle should be examined at least once a quarter by the Motor Vehicle Inspector in order to ensure that it is mechanically and structurally fit and safe. Motor vehicles belonging to the Special Police Battalions should be inspected every quarter by the MVI having jurisdiction. The Technical Officers of the Police Transport Organisation or Reserve Inspector and above will inspect the vehicles in the Hyderabad City and RR district, including those of the SAR CPL and the APSP battalion in the City.

B. The mechanic HC under supervision of RSI/RI will be responsible for the proper upkeep and sound mechanical condition of all Police Vehicles including Jeeps, cars, land rovers, and motorcycles. He will be present each day for the daily check of the vehicles by respective drivers. He will test check their reports and attend to any defect noticed on an inspection of the vehicle including the starting of the engine. Mechanics should immediately report in writing through proper channel the existence of any defects, which require the issue of spares or other parts on stock in the Reserve or attention in the workshop. He should acknowledge receipt of spares issued and see to their being fixed properly and immediately. The road-worthiness of vehicles will, to a great extent, depend on the thoroughness and efficiency with which the mechanic HC attends to his duties. He will also ensure that orders relating to the schedule of maintenance drawn for care of vehicles are meticulously followed.

C. The CP/SP/Addl. SP should make it a point to inspect all the vehicles at headquarters once a month preferably on the first Monday of the month, and see that they are properly maintained. The Commandants, State Reserve and Special Police Battalions, should conduct weekly inspection of motor vehicles available at headquarters.

34. When a vehicle is not out on duty or being cleaned, it will be kept in the garage, which will be secured with a lock.

35. One key of the garage will be with the RI/RSI or other officer-in-charge of the Reserve, and the second key with the Duty RSI. The key will be issued to the driver under acknowledgement.

36. No work will be done in the garage between sunset and sunrise, except under the special order of the RI.

37. No naked lights will be allowed in the garage at any time and "smoking" when at work on the vehicles or in the garage is strictly forbidden.

38. Before the vehicle is taken out in the morning, the speedometer reading will be noted and the petrol in the tank measured. The tank should always be kept full. It should be refilled whenever the fuel comes down to half the tank capacity, and metre reading taken and the kmpl calculated and noted in the diary. The DSP AR should securely seal the metre.

39. For authorised private trips a special and additional reading of the meter shall be taken at the commencement and termination of the trip.

40. The speedometer reading will be taken also when the vehicle is secured in the garage. MTO should not let a vehicle be taken and with non-functional Speedo-meter.

41. The daily reading of the meter shall be checked by the RI Hqrs or RSI Hqrs if specially deputed. The Superintendent of Police/Addl. SP and RI Hqrs will be responsible to see that meters are repaired immediately whenever they go out of order.

42. The vehicle should be cleaned daily. All washing/cleaning of vehicles will be done on the platform outside the garage.

43. The inside portion of all mudguards and the engine tray will be cleaned regularly and will be painted every six months with an approved paint. The under-carriage and chassis shall also be cleaned regularly. The tie-rods, brake-rods and all exposed moving joints should be touched up once a week with a mixture of kerosene and engine oil.

44. The issue of paint will be entered in the register of accessories and spare parts.

45. Lubricating and greasing must be done according to the charts supplied and displayed in the garage and the fact entered in the maintenance register.

46. Lubrication will be carried out once a week and as soon as the vehicle has completed the minimum number of kilo meters after which lubrication is recommended by the manufacturers and oil changed as laid down in the Instruction Book.

47. The petrol tap must be shut whenever the vehicle is locked in the garage.

48. The engine should be periodically decarbonized.

49. The radiator must be filled with clean pipe water.

50. The vehicle must never be driven faster than 60 kmph if they are heavy or medium range and 80 kmph if they are light vehicles unless in a grave emergency. In cities and inhabited areas the speed limits prescribed by police for public should be followed.

51. The battery must be examined every week and distilled water added when necessary. The level must never be allowed to fall below the level of the top of the plates. The battery terminals should be greased.

52. The tyres must be maintained at the correct pressure recommended by the manufacturers for the different types of vehicles.

53. The driver will see that he has a serviceable spare tyre and tube ready for substitution as well as a complete repair outfit whenever the vehicle is taken out. A list of the items of the outfit, which should be maintained and carried in the vehicle, is given below:—

a.	Hammer (medium)	…	1
b.	Screw driver large	…	1
c.	Brush engine cleaning	…	1
d.	Oil can	…	1
e.	Tyre pressure gauge	…	1
f.	Lubricating gun	…	1
g.	Jack (complete)	…	1
h.	Tape insulating roll	…	1
i.	Lever tyre	…	1
j.	Pliers	…	2
k.	Screw driver small	…	1
l.	Tyre valve tool	…	1
m.	Handle wheel nut wrench	…	1
n.	Range of spanner set of 6	…	1 set
o.	Wheel nut wrench	…	1
p.	Pad locks with keys	…	1
q.	Starting handle	…	1
r.	Water can	…	1
s.	Box tool kit	…	1
t.	Wrench (adjusting)	…	1
u.	Air line (if supplied)	…	1
v.	Vehicle log book	…	1
w.	Block wood for jack	…	1

54. Should a tyre be punctured or changed with the spare, the meter reading should be recorded in tyre maintenance register. The tyres should be examined daily for cuts and for foreign bodies and nails, which may be embedded in the outer cover and likely to work through and cause punctures. When vulcanization is necessary, a report must be made to the Reserve Inspector/ RSI, who will immediately attend to the matter.

55. A driver who has to drive a vehicle for long hours at night should be given rest the following morning. If the vehicle is required to be driven in the morning, another driver should be detailed.

Registers to be maintained by RI/RSI (MT)

56-A. Register of accessories and spare parts in C.F. No. 268 (A) with appropriate titles. This will show receipt from and return to stores of all equipment, tyres, accessories and spare parts. The balance should, at any time, correspond with a list maintained by the driver. This will be balanced quarterly and a return submitted to stores for check.

B. A monthly motor transport return in Form 165. This return should be maintained for the month and all items of expenditure on the vehicle including petrol, oil and grease should be recorded. The return should be totaled each month. It should be got verified by the Office Superintendent of the District Police Office and checked by the Superintendent of Police monthly. A separate return should be kept for each vehicle. When a journey is performed for which hire is charged a reference should be made to the daily diary in the registers of petrol, oil and grease in the return. The Reserve Inspector, Headquarters at the end of the year will work out the all-in cost of running per mile with reference to the following particulars —

a) Capital cost
b) Renewals and repairs
c) Maintenance charges, petrol, oil, etc. including the driver's and cleaner's pay
d) Depreciation at 20 per cent of original cost to be written off each year
e) Amount of tax under the Motor Vehicle Taxation Act
f) Cost of registration fees
g) Cost of driving licence fees

Note:- The result should be reported to the District Police Office as the vehicle completes each year.

FORM - 165 **See Order No.812-56-B**

MOTOR TRANSPORT RETURN FOR THE MONTH OF ..... 20 ..... .

Vehicle No._____ Original cost of Vehicle ._____ Date of purchase ._____ Mileage this year to the end of this month

REGISTER OF PETROL							REGISTER OF OIL AND GREASE								
Date	Voucher Number	Litres	Miles /Kms Run	COST		Remarks	Date	Voucher Number	Engine Oil (a)	Gear Oil (b)	Grease (c)	Driver's initials	Amount		Remarks
				Rs.	P.								Rs.	P.	
Total Gallons			Total Rs.				Total < {(a) {(b) {(c)								

REGISTER OF LOCAL PURCHASES AND REPAIRS

Sl.No.	Description	No.	Supplier	Estimated Amount		Date of sanction and sanctioning Officer's initials	Date of supply	Suppliers Bill Number	Date of Bill	Where fitted	Driver's initials	Passed Amount		Date of Payment	Manager's initials and date	Remarks
				Rs.	P.							Rs.	P.			

C. A register of receipts and issues of petrol, oil and grease in C.F. No. 268-A.

D. Hire Account Register in Form 166. This will show the name of the Officer who hired the vehicle, the journeys for which the hire is charged, the amount of the hire and the dates of its receipt and credit into the treasury.

E. A Log Book for each vehicle in Form 167.

FORM - 167 **See Order No.812-56-E.**

TITLE SHEET

Registration No. AP 9P .....
Police Transport No .....

VEHICLE LOG BOOK

(To be carried on the vehicle to which it pertains in the receptacle provided for the purpose)

(The loss of this book should be reported to the Unit Head at once)

For Instructions see inside front cover)

INSTRUCTIONS

(To be printed on inside front cover)

1. This book will be carried on all vehicles in the receptacle provided for this purpose. The Unit on whose establishment the vehicle is held, the Police Transport Office and Workshop are each responsible for recording such entries in the book as concern them.

2. In this book will be recorded: —

   (i) Particulars of the vehicle;
   (ii) Departures from standard specification;
   (iii) Special maintenance instructions;
   (iv) Record of transfer;
   (v) Record of repairs including test of miles per gallon; (under this heading a record of major assemblies exchanges will be made in red ink giving the vehicle mileage on the date of exchange;)
   (vi) Record of Drivers;
   (vii) Record of mileage run monthly;
   (viii) Tyre Record;
   (ix) Record of oil changing; and
   (x) Schedule of vehicle and equipment (in the pocket at the back).

3. This book will accompany the vehicle to the workshop whenever repairs are to be executed in order that the necessary entries can be made. In the case of repairs executed in private shops, the necessary entries will be made by the officer responsible for the maintenance of the vehicle.

4. This book will be transferred with the vehicle from unit to unit.

5. When the log book of a vehicle becomes full, a new book will be opened, and will be attached to the old book. The following particulars will be transferred from the old book to the new book;

   (i) Particulars of the vehicle;
   (ii) The last unit from which the vehicle was transferred, and the date of such transfer;
   (iii) Total mileage run by the vehicle;
   (iv) Mileage since last overhaul
   (v) Tyre record, (entries relating to the tyres actually on the vehicle at the time the new book is opened);
   (vi) Details of vehicle equipment.

6. Log books are open to inspection by Audit Officers.

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SECTION I

Specification

Make

Number

Chasis Number

Makers type of vehicle

Year of Manufacture

Type of body

Seating or carrying capacity

Number of cylinders

Bore and stroke

Horse power

Magneto type

Distributor type

Dynamo or generator type

Starter type

Battery type and voltage

Petrol tank capacity	Main	Gallons.
	Reserve	Gallons.
	Size	Pressure
Tyres	Front	
	Rear	

Type of drive

Oil specification numbers :

Engine

Gear box

Chasis :

Brake fluid

Shock absorber fluid

Any special instruction as regards lubricants for universal joints, wheels, electrical equipment, Brakes, etc.

Date of purchase

Signature of officer who certifies to the correctness of above entries, with designation

PARTICULARS OF SPECIAL FITTINGS PROVIDED

Date of fitting	Departures from standard specification	Officer's initials

SPECIAL MAINTENANCE INSTRUCTIONS

SECTION - II

Transfers

Signature of officer and name of unit by which transferred	Date	Signature of officer and name of unit by which transferred	Date

SECTION – III

Summary of Repairs Executed

All repairs and important replacements will be briefly recorded in this section.

All replacements of major assemblies will be recorded in red ink.

In the case of overhauls carried out in 3rd line workshops, brief details of the work carried out will be entered.

The milometer reading will invariably be entered in the column provided, as also any replacement or resetting of this recorder.

Date in shops		Repair executed	W/S Job No.	Milometer reading	Signature of Officer i/c W/S
In	Out				

SECTION – IV

Record of Drivers

Name of the driver in charge	From	To	Signature of Officer effecting change of driver

SECTION – V

Record of Mileage

Month	Milometer reading at the end of the month and mileage performed during month	Average miles per gallon for the month	Total mileage upto date	Mileage since last overhaul	Initials	Remarks

SECTION – VI

1. Tyre Record

(Note also the particulars of spare tyres)

Date of issue	Make of Tyre	Makers number	Date of Replacement	Remarks

2. Record of Oil Changing

Date	Mileage	Engine	Gear box	Differential	Air Cleaner	Initials	Remarks

3. List of Accessories

Sl.No.	Nomenclature	Numbers
1	All salon glasses/shutters	
2	Brakes: Hand/Foot	
3	Clutch pedal	
4	Driver's seat cushion	
5	Dash board light	
6	Dynamo	
7	Dtl. light	
8	Engine oil level stick	
9	Fuel tank cap	
10	Fuel guage	
11	Horn electric/bulb	
12	Hub cap	
13	Head light bulbs/rims/glasses	
14	Interior light bulbs/glasses	
15	Mirror (rear vision)	
16	Oil guage	
17	Radiator cap	
18	Rear ladder	

19	Rear light bulbs/glasses	
20	Self starter	
21	Switch key	
22	Starting handle	
23	Side curtains	
24	Seat frames	
25	Side lights/bulbs/glasses	
26	Seat cushions	
27	Streeing wheel	
28	Tarpaulins	
29	Tyres	
30	Tool box	
31	Towing hook	
32	Valve cap	
33	Vehicle Log Book	
34	Wind screen glass/wiper	
35	Wheel box spanner	

4. List of Tools

Sl.No.	Nomenclature	Numbers
1	Air line (if supplied)	
2	Brush engine cleaning	
3	Box tool kit	
4	Block wood for jack	
5	Handle wheel nut	
6	Hammer (medium)	
7	Jack complete	
8	Lever tyre	
9	Lubricating gun	
10	Oil can	
11	Pad lock with key	
12	Petrol can for water	
13	Plier	
14	Range of spanners set of	
15	Screw drivers (small)	
16	Screw drivers (large)	
17	Starting handle	
18	Tyre pressure guage	
19	Tape insulating roll	
20	Tyre valve tool	
21	Wrench	
22	Wheel nut wrench	
23	Wrench adjusting	

5. Spare Pages

(A pocket has to be provided on the inside of back cover)

F. Stock Register of Motor Vehicles in Form 168.

FORM - 168 **See Order No.812-56-F**

STOCK REGISTER OF MOTOR VEHICLES

Note :- Instructions regarding entries in the Lists of Accessories and Tools.

(1) Details of the accessories and tools not mentioned in the lists should be entered up at the end of the lists.

(2) Changes, if any, in the quantities issued should be noted and the entry regarding the previous quantity struck of and initialed by the officer certifying the correctness of entries, as well as of the driver of the vehicle.

INDEX

Sl.No.	Make	Registration Number	Page No.

Vehicle No.

1. Make — Engine No.
2. Type of body — Chasis No.
3. Year of manufacture
4. Seating capacity
5. Date of acquisition
6. Authority
7. From whom obtained — Cost of Chasis Rs.
   Body Rs.
   Sales Tax Rs.
   Total Rs.
8. No. of Cylinders
9. Bore and stroke
10. Horse power
11. Magneto type
12. Distributor type
13. Dynamo or Generator type
14. Starter type
15. Battery type and voltage
16. Petrol tank capacity — Main ... Galls.
    Reserve ... Galls.
    Size ... Pressure
17. Tyres — Front ... Nos.
    Rear ... Nos.
18. Type of drive
19. Oil specification Nos.
    Engine
    Gear box
    Chasis — Brake fluid
    Shock absorber fluid
20. Year of provision
21. Date of transfer
22. Transferred to
23. Condemned on

Date:

Signature of Officer Certifying
correctness of above entries

3. List of Accessories

Sl.No.	Nomenclature	Numbers
1	All salon glasses/shutters	
2	Brakes: Hand/Foot	
3	Clutch pedal	
4	Driver's seat cushion	
5	Dash board light	
6	Dynamo	
7	Dtl. light	
8	Engine oil level stick	
9	Fuel tank cap	
10	Fuel guage	
11	Horn electric/bulb	
12	Hub cap	
13	Head light bulbs/rims/glasses	
14	Interior light bulbs/glasses	
15	Mirror (rear vision)	
16	Oil guage	
17	Radiator cap	
18	Rear ladder	
19	Rear light bulbs/glasses	
20	Self starter	
21	Switch key	
22	Starting handle	
23	Side curtains	
24	Seat frames	
25	Side lights/bulbs/glasses	
26	Seat cushions	
27	Streeing wheel	
28	Tarpaulins	
29	Tyres	
30	Tool box	
31	Towing hook	
32	Valve cap	
33	Vehicle Log Book	
34	Wind screen glass/wiper	
35	Wheel box spanner	

4. List of Tools

Sl.No.	Nomenclature	Numbers
1	Air line (if supplied)	
2	Brush engine cleaning	
3	Box tool kit	
4	Block wood for jack	
5	Handle wheel nut	
6	Hammer (medium)	
7	Jack complete	
8	Lever tyre	
9	Lubricating gun	
10	Oil can	
11	Pad lock with key	
12	Petrol can for water	
13	Plier	
14	Range of spanners set of	
15	Screw drivers (small)	
16	Screw drivers (large)	
17	Starting handle	
18	Tyre preasure guage	
19	Tape insulating roll	
20	Tyre valve tool	
21	Wrench	
22	Wheel nut wrench	
23	Wrench adjusting	

57. The Reserve Inspector/RSI will also maintain a rough register showing all purchases (petrol, oil, tyres, grease, cotton waste, etc.) and issues and obtain the driver's signature for the leter.

58. The Reserve Inspector/RSI will also maintain a list of the tools and articles of outfit supplied to each vehicle.

59. The driver will maintain a diary in the prescribed form (driver's daily diary, Form 169). In this will be entered all supplies of petrol, oil, etc. and the mileage covered on all trips. This diary will be submitted daily by the driver through the Headquarters Reserve Sub-Inspector to the Reserve Inspector, who will forward it to the Superintendent of Police with his ordinary diary after entering the details in his records. When no journey is performed a "Nil" diary will be submitted on plain paper.

FORM - 169 **See Order No.812-59**

DAILY DIARY OF DRIVERS

For..... No. For.....
(Type of vehicle) (Date)
Driver.....(Name and Rank) Cleaner (Name).....

Mileage	First milometer reading	Second milometer reading	Government	Private	Total for the day
Petrol	Balance	Receipts	Total consumed	Balance	Miles per gallon
WORK DONE					

Instructions to be printed on the Fly leaf.

This form should be written up in the form of a General Diary and everything should be reported in it chronologically, i.e., all trips, time of start and finish, work done, tyres changed, etc. It should be put up to the Superintendent of Police daily. Two copies should be made, one for the Superintendent of Police and one office copy. The driver can write up the form from his notebook, if the daily diary book in the printed form is considered too bulky to take in the vehicle.

60. He will maintain a list of accessories, equipment, spare parts and tools supplied to him, giving full particulars of the articles supplied, including the numbers or other marks, if any, on them. This list will be hung up in the garage.

61. He will maintain a note book showing work done by him with or to the vehicle, and submit it daily to the Reserve Inspector through the Headquarters Reserve Sub-Inspector.

Use of vehicle

62. The vehicle will be used.

A. for the transport of police parties called out on public duty;

B. for the conveyance of under-trial and other prisoners at the district headquarters or else where

C. for the conveyance of reserve games teams within the town, and

D. for taking reserve and other local police men to the parade grounds for holding combined parade. (This should be an exception rather than rule).

63. Cases of the use of Government vehicles by officers or Government departments may be classified as follows for the purpose of levying charges for their use:

A. where the vehicle is used solely for the conveyance of officers and men of the department on duty and for the material, records, etc. of the department and its detention is necessary in order that such Government servants and material may be conveyed when the necessity arises;

B. where it is used solely for the conveyance of an officer's personal servants and effects and is detained in order that it may be available for the same purpose when a necessity arises; and

C. where it is used partly for Government purposes and partly for the conveyance of an officer's personal servants and effects.

64. When a vehicle is used for the purpose mentioned in (A) above, no charge should be levied. In the case of uses specified in (B) and (C) above, the charges as prescribed by the Government should be levied;

65-A. Vehicle hire charges should be recovered ordinarily by deduction from pay bills in the case of non-gazetted officers. The recoveries affected from bills should be treated as receipts of the department owning the vehicle and the department, which owns the vehicle, will watch the realisation of credit as in the case of other departmental revenues.

G.O. Ms. 1479, G.A. (Est.B) 31-8-1957 & 1678 G.A. (O.P.II) 31-10-1958.

B. The above rules will apply to all cases in which an officer on tour uses a Government vehicle and no exception is made on the ground that the purchase of Government vehicle may have been or may be declared necessary for the use of a particular officer. When such an order is passed, its effect will merely be to give the officer referred to a first call on the vehicle in preference to others and to vest in him the authority to allot the vehicle at his discretion to other officers who may require it for use on tours, when it is not required for his own touring, subject, of course, to the payment of the prescribed hire charges.

66. In order that the vehicle may be available when required, it will ordinarily be necessary for it to return to headquarters at once after taking out an officer's kit.

67. As soon as the journey for which hire is charged is finished, the Reserve Inspector will submit a report to the District Police Office showing the distance run and the amount of hire due so that a bill may be sent to the party concerned.

68. The office will then take steps to collect the amount from the party concerned, credit it into the treasury and intimate the fact to the Reserve Inspector for entry in the Hire Account Register. If, however, hire charges are recovered by deduction in the pay bill of the officer concerned as required by sub-order (812-65-A), the fact will be noted in the last column of Form 166. In the case of Government servants not belonging to this department, the requisition should pass through his pay drawing officer, who should certify that the cost of conveyance will be deducted from the Government servants' salary and remitted to this department.

69. All Reserve Sub-Inspectors and Armed Reserve men, at a minimum number of three men per vehicle including motor cycles, should be taught to drive and be licensed under the Motor Vehicles Act after they have been passed by the Superintendent of Police.

70. For details of maintenance, care and upkeep of vehicles, reference should be made to the "Vehicle Maintenance Guide" issued by the Police Transport Officer. The procedures laid down therein should be strictly complied with.

Cash-Book in Armed Reserves - Maintenance - Instructions

813-1. A cashbook in C.F. No. 119 shall be maintained in all District Reserves. It will be a record of all cash transactions of the Reserve. All moneys received on Government account, whether in cash, cheques, cash orders, DDs remittance transfer receipts or passed bills, which are convertible into cash, shall be brought to account in it. However, all salaries, allowances etc., are directly credited into individual accounts of personnel through banks.

2. The book shall be in the custody of and maintained by the DSP/RI AR personally. It shall be closed at the end of each day on which there is a transaction and signed by the DSP/RI concerned. The amount of cash on hand should be shown as the last entry for the day on the credit side and brought forward as the first entry of the next day on the debit side.

3. The Company Commanders and Platoon Commanders should render accounts to the concerned DSP/RI every evening for the amounts entrusted to them. When a platoon goes out on duty for a long spell, a temporary cash book will be maintained by the Platoon Commander. The DSP/RI concerned should indicate in the cash book the amounts entrusted to the Platoon Commander and make entries showing the expenditure and balance returned as soon as the platoon returns to headquarters, or within a month, whichever is earlier.

4. On the last working day of the week, one of the Office Superintendents of the DPO, selected by the SP shall check the cash balance and audit the entries in the cash book for the week with reference to the vouchers. The DSP Reserve Police shall scrutinize the cash book and initial it every week.

5. At the end of the month, a detailed balance sheet in Form 34, shall be made out in the cash book. Office Superintendent of the DPO shall check and countersign it. The SP/Addl. SP or AO shall also scrutinize the balance sheet in the course of their examination of the cash book.

6. The instructions in Chapter 13 shall generally apply *mutatis mutandis* to the maintenance of the cashbook in the District Reserve Police.

Rules Governing the Police Bands in the State

814. The following are the rules regarding the formation and maintenance of bands in the Reserves and elsewhere in the police department.

1. There will be a pipe or brass band in every District Reserve, Special Police Battalion, consisting of at least 16 persons excluding one RSI BM and one ARSI. The ratio of HC to PC in the band should be 1:3. The larger reserves should have a full band of 30 men including bandmaster RI and ARSIs. This strength is provided separately in the Headquarters wing of the Reserve and not as Unit of active company. A Committee of SP and Addl SP shall make the recruitment for this. SP and one officer expert should be nominated by Addl. DGP, Recruitment and Training, to select from open market persons with necessary skills subject to minimum qualification of 10th Standard pass. The relaxations may be given in height and chest and PE test by the DGP after he is found suitable in the specific items of band for which recruitment is made provided he is medically fit as per standards laid down for Reserve Constables. The existing band personnel should be transferred to the Headquarters as and when the sanction for separate band strength is given. They shall undergo full training as reserve Police Constables and subject to all other conditions attached to police force. Non-gazetted officers and Constables of the Units concerned will man it. Units having 12 or more platoons may have both pipe and brass bands.

[G.O. Ms. 110, Home (Pol.A) 15-7-1957

2. The strength of the band for the District Reserves having more than one active company should not exceed PCs and HCs (16 men), an RSI and one ARSI. The District Reserves having more than two companies may increase the strength proportionately. The bandsmen will be members of the police force and will be governed by the rules applicable to other members of the police force.

3. The band is primarily intended for use at parades, and during police sports and other ceremonial functions of the Government. However private engagements may be accepted from persons, institutions or associations on application to the head of the office, provided it does not interfere with the Government duties, and subject to the conditions that the fees prescribed in sub-order (12) are paid in advance and that the band shall not march on foot in processions.

4. The head of the office will be the sole administrator of the police band and the Band Fund.

5. The RI or RSI/Band Master in charge of the band will act under the orders of the Head of the office in all matters connected with the band and the Fund. The band and the bandsmen will be under his supervision. Where an RSI is in charge of the band it will work under RI Hqrs.

6. The band shall not be detailed for any private engagement without obtaining written orders of the SP. The fees will be paid to the Audit Office Superintendent of the district or unit office, as the case may be, who will make out a voucher showing the name of the person or institution engaging the band, the purpose, the period and the amount collected.

7-A. The Audit Office Superintendent of the District Police Office Unit office shall be the ex-officio Treasurer of the Band Fund. He will maintain a separate cashbook for the Band Fund, wherein all receipts and disbursements of money shall be regularly entered. [He will credit all receipts, as and when received, to the Band Fund Account in any of the nationalised banks in terms of Article 269, APFC, and Vol. I].

B. He shall not withdraw any amount from the Personal Deposit Account or spend any amount available with him in cash without the definite orders in writing of the SP/DCP. He will be responsible for the correct maintenance of the accounts, and shall produce the account books for check by the head of the office or anyone authorised by them whenever there is a transaction and also when the general cashbook of the office is produced.

8. The bandsmen are solely responsible for the proper maintenance and upkeep of their uniform and instruments. If an instrument is lost or damaged owing to the carelessness of any bandsmen, he will be held responsible for its replacement or repairs.

9. The Reserve Inspector (QM)/RSI/Band Master is responsible to see that the bandsmen have regular practice. He will inspect the instruments once a week and report any defect or damage immediately to the head of the office.

10. All instruments and spare parts required for the band should ordinarily be purchased from the Band Fund under the orders of the head of the office. In exceptional cases, when there is no amount in the Band Fund, the Zonal IG/DIGP may be addressed for the purchase of any essential instruments or spare parts. RI, AR shall ensure that adequate training and practice is given to the personnel.

11. A register of band equipment will be maintained, wherein a separate sheet will be set apart for each instrument. The date of purchase, cost, date and cost of repairs and other particulars will be entered in respect of each instrument in the sheet.

12. Private persons, institutions and associations shall be charged at the following rates for the engagement of the band. These fees shall be collected in advance as laid down in sub-order (3). However the Zonal IG/DIGP may use his discretion in granting exemption or half concession in payment of the above fees to Government institutions and bona fidepublic bodies. In case of private parties no exemption from payment of fees is permissible except that the Zonal IG/DIGP or Commissioners of Police, Visakhapatnam and Vijayawada Cities or IGP APSP or IGP Training may in certain deserving cases grant 50% concession to the personnel of the Police Department.

A. Brass Band (full band)	
- For 3 hours or less	Rs.2500
- Each additional hour	Rs. 500
- Transport	Rs. 300
B. Brass Band (half band)	
- For 3 hours or less	Rs.1500
- Each additional hour	Rs. 300
- Transport	Rs. 300
C. Pipe Band (full band)	
- For 3 hours or less	Rs.1200
- Each additional hour	Rs. 300
- Transport	Rs. 300
D. Pipe Band (half)	
- For 3 hours or less	Rs. 800
- Each	Rs. 200
- Transport	Rs. 300

13-A. "A Band whose strength is not more than 8 may be treated as half band and one whose strength is more than 8 may be treated as full band for the purpose of levying the band charges prescribed above".

B. If the Band is utilized at two points (bride and bridegrooms residence etc.) in the same function the engagement should be treated as one for the collection of Band charges from the parties engaging the Band.

14. The full amounts collected from private parties/institutions/associations shall be remitted by the Audit Office Superintendent to Band Fund, immediately.

15-A. At the end of each month, the Reserve Inspector/RSI (QM) will prepare a list of the bandsmen who rendered service at private engagements during the month and the collections made for these engagements. The list should show the names and full particulars of the bandsmen the number of hours for which each man rendered service on each occasion, the total amount collected for each engagement and the amount recommended by him to each man for each engagement. This should be submitted to the head of the office through the Audit Office Superintendent, who will scrutinize it and make a note regarding the availability of funds in the Band Fund.

B. The head of the office will sanction a suitable share out of these collections for each bandsman. The total of this sanction for each month shall not exceed 50 per cent of the total collections from private engagements during the month. The following uniform pattern of allotting the amount of 50% of total collections among the various ranks of bandsmen .....

Band Master (Inspector/ SI rank)	3 shares
ARSI/HC	2 shares
PCs	1 share

16. The Audit Office Superintendent will draw the amount from the bank and deliver to the Reserve Inspector/RSI Hqrs, who will pay the amount to the men on proper acquittance. The acquittance roll will be sent to the Audit Office Superintendent after disbursement. This shall be a voucher for the Band Fund cash book.

17. A register showing the details of all engagements of the band will be maintained in the Form 170 by the Reserve Inspector/Subedar/Band Master and shall be checked at least once a month by the head of the Office.

FORM - 170 **Order No.814-17**

REGISTER OF ENGAGEMENTS OF POLICE BANDS

Sl.No.	Date	Type of band	By whom demanded and place where required	Hours of play		Band fee collected, if any	Transport charges collected, if any	Reference of credits (C.B.F. & Date)	Registration No. of the vehicle detailed	Signature of R.I./Subedar/ Band Master	Remarks
				From	To						
1	2	3	4	5	6	7	8	9	10	11	12

18-A. A Personal Deposit Account in State Bank of Hyderabad or State Bank of India shall be opened. The head of the office shall sign all cheques.

B. The concerned head of the office shall be the administrator of the Personal Deposit Account and he shall follow the relevant subsidiary rules and instructions under Treasury Rules 10 and 16, APTC, Vol. I governing the personal deposit accounts.

19. The Administrative Officer of the District Police Office or the Unit Office, as the case may be shall audit the Band Fund account every half-year ending 30th September and 31st March and submit a report to the head of the office.

815. The following further instructions in regard to bands should be complied with.

1. The brass bands of City Police Reserve should cater to all the Government functions in the cities of Visakhapatnam and Vijayawada

2. The pipe bands of all districts/ Commissionerates and the Special Police Battalions will cater to the respective local needs.

3. 50 per cent of the fee collected should be spent on the maintenance of the bands and purchasing modern instruments.

4. The cost of the maintenance of the band is also allowed to be met from the police budget.

5. The Police Training College Bands are provided with an annual grant of Rs.10,000 for their maintenance.

6. The Government have authorised the delegation of powers mentioned in column (2) of the table given below to the police officer specified in column (3) thereof, in regard to the purchase and repairs of band equipment.

Description of powers	Limit	Officer to whom the power is delegated
(1)	(2)	(3)
Purchase and repair of band equipment	Full powers subject to availability of funds	SsP, Commandants, SAR CPL and APSP, Principal, PTC and DCP CAR

816. (1) **Disciplinary action against erring Armed Reserve Police personnel** :

The SP/CP/ Addl. SP (Admn) / DSP AR/ ACP AR shall go through chapter No. 15 for details of the procedure to be adopted in dealing with major and minor punishments.

(2) As regards 'user charges' for deployment of AR personnel, PSO No.282-1 be referred for details.

(3) As regards the major Bandobust like pushkarams, mass gathering etc., PSO No.302-1 be referred for clarity.

817. Bhadratha and Arogya Bhadratha.

The SP/ CP/ Addl.SP (Admn) DSP AR / ACP AR should refer to chapter 20 for details of entitlement of Police Personnel under various schemes.

CHAPTER 43

GOVERNMENT RAILWAY POLICE - ORGANIZATION

General Organisation

818. The Railway Police is a branch of the general Police and Railway district is a part of General Police District and hence the orders in the Police Manual equally apply to them. Railway Police is organised into 2 districts each headed by a Superintendent of Police. The Addl. Director General of Police, Railways is the head of the organization in the State. Each Railway Police District has Sub-Divisions, Circles, Police Stations and Outposts and is generally organized on the lines of district police subject to such modifications and special provisions in this Chapter. In this manual every use of noun 'District' applies to Railway District also.

Role, Functions and Duties

819-1. The role of the Railway Police is to promote and preserve public order.

a. To prevent and detect crimes, maintain Law and order, communicate intelligence on criminals,

b. Apprehend wanted persons,

c. To identify problems and situations that are likely to result in commission of crime

d. To aid and co-operate with other relevant agencies (like RPF/ local police) in implementing the prescribed measures for prevention of crimes.

e. To investigate crimes, apprehend the offenders and participate in subsequent legal proceedings connected with these.

f. To set up anti-human trafficking units within the railway limits and

g. To provide over all safety and security to the passengers at the platform and during rail journey.

h. To upload Crime - Criminal Data in AP Police intranet and implement CCTNS. To send chance prints to Finger Print Bureau for documentation, identification and follow up.

i. To summon all the accused and ex-convicts for counseling to refrain from committing crime, in the presence of their parents.

j. To liase with RPF, NGO's, Local police, IB and State Intelligence.

The ADGP Railways and SsRP have been designated as Anti-Human Trafficking Nodal Officers vide G.O.Ms No. 138 Home (PS & C A 2) Dept., Government of AP, Dt: 08.04.2012.

Liability of SHOs :

The concerned Police Officer is liable to be punished u/s 166 A IPC with rigorous imprisonment for a term not less than six months which may be extended to two years for non registration of cases under Sections 326 A, 326 B, 354, 354 B, Sec 370, Sec 370 A, Sec 376, 376 A. 376 B, 376 C, 376 D, 376 E and Sec 509 IPC.

Victim Compensation :

SsRP shall ensure payment of victim compensation u/s 357, 357 A to C Cr.PC or under other GOs like G.O. Ms 28 of WCD dt: 13.06.2011 or social welfare department G.O.s in respect of compensation to SC/ST Victims.

2. The duties of Railway Police are summarized below:

Crime Prevention and Investigation

A. Arrest, detection and investigation of cognizable offences within the jurisdiction of the railway police; — applying latest Criminal Law (Amendment) Act 2013, other amendments from time to time and implement POCSO Act, 2012.

B. Prevention of suicide of persons while on platforms, watch prompt registration of Sec. 174 Cr.PC cases and identify the dead bodies, inform the kith and kin and adopt SOP for investigating Sec. 174 Cr.PC cases.

C. Inquiry and report under Section 132 of the Railways Act;

D. Preventive policing like Frisking of persons, checking of luggage for contraband (u/s 149 Cr. PC)

E. The prosecution of cognizable offences under IPC, Railway Act and other Acts wherever applicable;

F. Assisting Fire Services and Disaster Management department in case of fire/accident to douse the fire immediately, rescuing passengers, women and children to safety place. Liaison with Ambulance Services to shift injured, if any, to hospitals.

G. The reporting of all instances of illegal activities including fraud on the part of railway subordinates and others; to the concerned.

H. traveling in trains where VIPs and other selected officers travel to watch out for suspicious persons,

I. Organising specific drives in 2 wheeler and 4 wheeler parking area to identify stolen vehicles and handing over them to local police under proper acknowledgement

J. Make entries prescribed registers and books of offence, reports and complaints of all descriptions brought to the notice of the police;

K. collection, collation communication of criminal intelligence, interception and arrest of wanted persons.

L. Providing safety to Railway property, handling Rail Roko agitations

M. Rescue of Children found in platforms or wandering in trains, in liaison with local police, NGOs like child line, HELP, Divya Disha and registration of FIR cases (W.P. Civil No. 75 of 2012 of 10/05/2013 in *Bachpan Bachao Andolan Vs U.O.I Supreme Court of India.)* and re-integrate through Child Welfare Committee (CWC)

N. To Prevent and detect movement of Ganja / Narcotic and Psychotropic substances in trains and platforms

O. Checking Bogies / Coaches for Improvised Explosive Devices, Explosives or other explosive substances, combustible materials.

Maintenance of Order

3-A. control of passenger traffic inside the station premises, more particularly on the platforms, in the booking offices, waiting halls and at the entrance and exit gates, and wherever specially required on emergencies by the station officials;

B. the control of vehicular and other traffic in the station compound, though RPF has been given responsibility.

C. the maintenance of order in standing passenger trains, prevention of overcrowding, etc.;

D. Providing adequate bandobust during "Rail Roko" or other agitations

E. watching loaded passenger trains when standing in stations; the arrest of those found committing nuisances or suffering from infectious diseases and keeping the station premises clear of idlers and beggars, K.Ds , DCs and rowdy elements.

F. The examination of all empty carriage/ coaches on arrival at terminal stations for property left behind by passengers, if any.

G. The removal of dead bodies of persons dying in the trains and in station premises taking measures for registrations and identification and conveyance of sick passengers to hospital liaising with '108' services/other ambulance services.

H. Communicate information of any agitation likely to obstruct movement of trains, destruction of Railway property or installations, to the local police and take their help to maintain law and order.

820. The jurisdiction of Railway Police extends over the area included within the boundary of the Railway line and covered by Stations, Station Yards, Goods Sheds and Booking Offices (excluding City Booking Offices). This area is called Railway limits. This jurisdiction does not extend to the areas occupied by the residences of the railway staff, parking areas of cycles, cycle rickshaws, animal drawn carriages, and automobiles in and outside the railway limits.

Order of Command during combined operations

821. When the Railway Police and the District / City Police are on duty together within Railway Police jurisdiction, the senior Police Officer present, whether belonging to the Railway Police or the District / City Police, will take command of all the police present. If, however, any doubt arises about the relative seniority of the Railway and the District / City Police Officer, the officer of the Railway Police having jurisdiction will take command.

Organization of Railway Police District

822-1. The RP district has a specified number of sub-divisions, circles and Railway Police (RP) stations and outposts. A separate investigation Unit may be organised with its headquarters at the Railway Police (RP) district headquarters consisting of investigating teams located at convenient stations. Each Unit has 2 or more teams and other personnel on the pattern of the District Police. The Investigating Teams may, at the discretion of the IGP Railways be located at places other than the headquarters of the Unit. These Units unlike the District Police shall be located in the Railway Police Station Buildings with clearly earmarked space. The Units will have all the facilities and logistic support which an Investigation Unit in the District Police has. DSsRP Railways are located at Vijayawada, Visakhapatnam, Rajahmundry,

Guntur, Guntakal, Nellore, Tirupati. A Sub-Inspector is the SHO of the Railway Police Stations. Inspectors as SHOs, head, Guntur, Rajahmundry, Vijayawada, Guntakal and Visakhapatnam Police Stations.

2. The Railway Crime Records Bureau, the District Investigation Squads for special cases will be located at the Headquarters of the RP district and work under the supervision of Superintendent of Railway Police (SRP). The Railway Police (RP) districts should utilize the forensic lab and sniffer dog squad located at, Vijayawada and Anantapuramu whichever is convenient. The bomb disposal squads of the concerned District Police or City Police or CID may be requisitioned when required.

3. Each RP district is provided with one Company of Reserve Police for dealing with emergent duties to maintain order and also for guards and escorts. One Reserve Inspector shall be in charge of these reserves. They are organized as a Company in the manner of a District Reserve. The Motor Transport of the RP District is attached to this Reserve for maintenance as well as for administrative purposes.

4. The Railway Special Branch (RSB) with an Inspector is located in the concerned Headquarters and shall work directly under the SRP.

5. The Railway Police Office with an Administrative Officer as its ministerial head on the same pattern of the DPO, is located in each RP district.

Working of the Railway Police Stations and Investigation Units

823-1. The Railway Police Station staff are divided into two sections, viz., the travelling and detective staff, and the platform staff excluding those required for Police Station duty HC and PCs. There should be rotation of duties every month between the platform staff and the travelling staff. The detective duty personnel in the Police Station are intended to assist the SHO in the investigation of such cases, which the Police Station is authorized to investigate in terms of this Chapter. All other duties shall be performed and records maintained in the same manner as are prescribed for law and order Police Station s of the district including those specifically prescribed for Railway Police in this Chapter.

2. The Investigating Units headed by Inspector and such number of Sub-Inspectors and Head Constables as determined will be responsible for investigation of the cases as contained in this Chapter. The duties connected with investigation of any case are the same as prescribed for the police in this Manual and shall be complied with in toto.

The Role and Functions of Officers of the Railway Police

824-1. The IGP, Railways, is the head of the Railway Police in the State. His main function is to supervise, monitor and coordinate the functioning of the Railway Police and ensure the efficient performance of duties by them.

2. It shall be his duty to establish close cooperation between the Railway administration, Railway Protection Force State Police and the Railway Police to maintain order, prevent and detect crime on the Railways. He shall have the same powers and duties like inspections and disciplinary powers, which the Zonal IG/DIGP has, in respect of the Railway Police in the State. He should, by constant liaison with his counter parts in other States, work out and implement the schemes for Interstate coordination in matters relating to service of beats, exchange of information, surveillance over wanted persons and investigative assistance wherever required. He should constantly review the facilities, the state of training and the problems of the personnel and take suitable steps. He should be in close touch with SRPs and personally guide them in the matter of maintenance of order and prevention of crime. Liaison shall be maintained with Chief Security Commissioners of the concerned Railways.

Superintendent of Railway Police

3. The SP Railway Police will perform the role, functions and duties including those relating to supervision, Investigation, coordination and management in respect of the Railway Police District as the SP of a District. He shall report to the IGP Railways. He is mainly responsible for prevention of crime in the Railways. He must also ensure for the application of professional methods of investigation besides utilizing scientific aids.

Deputy Superintendent of Railway Police

4. The duties of the DSRPs in respect of the Sub-Divisions are the same as that of DSPs/SDPOs of District.

Inspectors

5. The duties of Inspectors in the Railway Police are similar to those of Inspectors in the District Police. They should maintain good relations with railway officials RPF and local police. They shall take up Investigation in serious crime or accidents and in other cases guide the subordinates by visiting the scenes. Constantly pursue progress of trial of Railway cases. They should attend half yearly meeting of District Police Officers.

Sub-Inspectors

6-A. The position and duties of a Railway Police Sub-Inspector correspond to those of a Sub-Inspector of the District Police. He is the Investigating Officer for the specified cases and is responsible for the efficient performance of duties by the personnel of his Police Station.

B. He must acquire local knowledge not only of the employees of the Railway, but also of the criminals residing in his jurisdiction and also those who operate in Railway Limits.

C. He shall personally move on the railway platform at the time of the arrival, halt and departure of Express and Mail and other important trains. This should be done not only at his headquarters, but also at the places of his halt in his jurisdiction outside his headquarters.

D. He shall travel throughout his jurisdiction in the train when the Governor and persons of high position travel in trains/ special trains.

Platform Staff – Reserve Sub-Inspectors

825-1. The duty of Reserve Sub-Inspectors at railway stations is to supervise the platform staff, assist in preserving order and teach PT and drill.

2. Reserve Sub-Inspectors will receive their orders for normal day-to-day duties from the SHO or SDPO and assist the Station House Officer when required. They shall submit a daily report of duty performed. The report should be attached to the general diary.

3. He is responsible for arranging escorts to VIPs according to the instructions received from the Railway Police Office from time to time and to attend all trains in which the VIPs travel.

4. He is responsible for rounding up unauthorized vendors, ticketless travelers and beggars in the station premises.

ASIs and Head Constables

826-1. The platform ASI or Head Constable has to supervise the police personnel on duty on the platform. He should not leave the neighborhood of the railway station without orders. His duty should be so arranged as to enable him to have three nights off in the week. In his absence, another ASI or Head Constable shall invariably be deputed to work in his place. He is responsible for informing by quickest means any important occurrence to the Sub-Inspector during his absence, unless already done by the Station Writer. He

shall be present at the arrival and departure of all important trains. One of the HCs should take care of trial of cases.

In-Charge Constable

2. At railway stations where three or more Constables are employed and to which no Head Constable is allotted, a senior Constable shall be appointed to be in-charge and he shall perform the duties of a platform Head Constable. When two Constables are posted to a railway station, the senior will be considered as in-charge.

Duties of the Railway Platform Staff

827-1. The main duties of the platform staff are:-

A. Maintenance of order at the Railway station and;

B. watching passenger trains standing at the station;

C. watch on suspects and wanted criminals;

D. collection of intelligence on crime and other aspects; and

E. prevention of thefts and maintenance of order on the platform.

2. Where sufficient platform staff exists, the Inspector into sections shall divide the platform, called posts, which will be numbered. Men will be detailed to these posts and their numbers entered against them in the Duty Roster (Form 171). Men shall move about within the limits of their posts. A plan shall be displayed in the police station showing the limits of each post and specifying the posts to be manned and the timings with duration. The Inspector with reference to train timings will fix the hours of duty. At Railway Police Outposts, a Duty Roster in Form 172 shall be maintained.

DUTY ROSTER FOR RAILWAY POLICE OUTPOST

Nature of Duty	Number of Police Officers performing duties 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Remarks
1. Platform duties ** Section I from to Section II from to Section III from to 2. Station Sentry. 3. Yard Patrol. 4. Investigation of cases. 5. Court attendance. 6. Process service. 7. Escort duty. 8. Men doing duty at headquarters 9. Leave. 10. Sick. 11. Absence or suspension or mobilization, or other duty. 12. Off duty. 13. Vacancies.		**NOTE** (1) If a police officer does more duties than one on a single day, the additional duties must be shown in red ink in the respective columns. (2) The Station House Officer will sign the roster at the end of the month. If he leaves the station during the month, he will sign it while giving over charge. (3) Time spent by Station House Officer at out-stations, absence or suspension or mobilization or other duty must be specified. ** Extent of section and hour of work to be specified.

Railway Stations with two Constables

828. At railway stations where two Constables are employed, one shall stand near the entrance gate and observe the passengers going out/coming in. the other shall stand on the platform where the rear brake van will halt and, after the arrival of the train, shall move slowly up and down looking into carriages. He shall also watch the offside of the train, crossing the railway line from behind the rear brake van of the train.

Train Beats

829-1. A train beat consists of the train by which a Head Constable or Constable travels. The numbers of the trains which form a beat shall be entered in the duty Roster.

2. Beat Constables shall report themselves at the railway police stations and outposts en route and at the termination of their beats. In all the railway police stations and outposts, there will be a point book and the Beat Constables should sign in this book soon after their reporting at the station or outpost noting therein the train number, the date and also their numbers.

3-A. Relief of beat Constables on trains proceeding beyond the State is done in the manner indicated in the following Table.

Station furnishing beat	Train proceeding towards	Relieved at	Relieved by
(1)	(2)	(3)	(4)
1. Chirala	Chennai	Gudur	GRP,Tamil nadu
2. Guntur	Hubli	Guntakal	GRP, Karnataka
3. Guntakal	Banglore	Hindupur	GRP, Karnataka
4. Guntakal	Raichur	Raichur	GRP, Karnataka
5. Guntakal	Arkonam/Katpadi	Renigunta	GRP, Tamilnadu
6. Hyderabad	Mumbai	Wadi	GRP, Karnataka
7. Hyderabad	Manmad (Via Parli)	Bidar	GRP, Karnataka
8. Hyderabad	Manmad (Via Nanded)	Mudhked	GRP, Maharashtra
9. Kazipet	Nagpur	Balarshah	GRP, Maharashtra
10. Visakhapatnam	Howrah (Kolkata)	Barahampur	GRP, Orissa
11. Vizianagaram	Bokaro/Raipur	Rayaghad	GRP, Orissa
12. Noupada	Gunupur	Parlakimidi	GRP, Orissa

B. The policemen so relieved will, in turn, relieve the beats of the bordering Railway Police on the returning trains at the points noted in column (3) of the above table.

C. For Superfast Trains which do not stop between Vijayawada and Chennai and Secunderabad and Bangalore, the RP Stations of Vijayawada and Secunderabad will provide beats from Vijayawada and Secunderabad respectively. The Tamilnadu and Karnataka GRP will provide escorts from Chennai to Vijayawada and Bangalore to Secunderabad respectively. For superfast Trains going to Kerala the relieving point shall be Renigunta.

4. The IGP Railways and Superintendents of Railway Police concerned should, during their meetings with their counterparts, ensure that reciprocal arrangements as made in the Table for the trains or any other New Trains are strictly adhered to by all concerned.

Organization of Train Beats and Station Patrols – Instructions

830-1. There are certain obvious handicaps in the detection of Railway crime. Offences committed in trains are, generally, discovered by victims many kilometres from the place of occurrence and the investigator, too, has generally no means of ascertaining the exact scene. The cases are detected only when they are caught red-handed. It is therefore necessary that preventive methods like efficient beats and patrols are undertaken.

2. The SsRP during their monthly visits to station must ensure that the beats are well organised to cover most crime prone trains and they are checked frequently by SHOs, Inspectors and SDPOs.

3. The bulk of the crime on railways consists of:—

A. thefts in running passenger trains
B. thefts on platforms, in passenger sheds and stationary trains
C. thefts on running goods trains
D. thefts from goods sheds and stationary wagons, and
E. thefts of railway materials

4. Thefts in passenger trains are committed either by individuals or by organised gangs. Individuals escape by committing theft of bag and baggage. Organised gangs board the trains at station during nights, rob the passenger by show of force and get down with the booty by pulling the chains. Sometimes culprits stand waiting at the windows for the train to move and snatch chains from the necks of ladies sitting by the side of window. The following instructions should be complied with for prevention and detection:

A. Acquaint thoroughly with details including identification particulars, *modus operandi* of the old offenders and look for them in the train or platform.

B. Some of the indicators to identify an unknown person whether local or non-local who is likely to commit offences are given below. While any one of the may not by itself be sufficient always to spot old or likely offenders, these coupled with proper observation will enable the police to nab suspicious persons thereby preventing platform or passenger train thefts.

a. Persons loitering on the platforms and trains under suspicious circumstances,

b. Not having any hand baggage or a ticket,

c. Having a ticket without reservation,

d. A person unaccompanied by family or others,

e. A person observing other passengers or avoiding police or Railway staff,

f. Inability to answer normal queries and prevarication,

g. Resemblance to photographs of wanted persons circulated in CIG, press or media;

h. A person answering the description of wanted persons

C. When the doubts entertained about such persons are confirmed or not fully cleared they may be arrested under section 41 or 42 Cr.P.C.

D. The locking of reserved compartments is the responsibility of Railway staff, Ensure that they discharge this important duty.

E. Enlist cooperation of traveling Railway staff particularly TTE, Attendants, Catering staff and others in reporting of any suspicion on any one.

F. Beat constables should be moving about on platforms and waiting rooms watching out for suspicious persons.

5. There should be a beat in the station premises half an hour before and after the arrival and departure of a passenger train. Patrolling on the platform through out night where passengers sleep should be organised. Platform beats should be intense on crime prone railway stations.

6. Thefts can be prevented effectively from running goods trains, goods sheds and stationary wagons by studying crime prone areas and by GRP combinedly

working with RPF in guarding, patrolling the above places. Where there is likelihood of armed attack, co-ordinated action by Local Police, Railway Police and RPF is necessary.

831-1. Railway PCs shall be detailed for travelling duty by rotation and kept on that duty for a calendar month at a time. The travelling staff must be kept up to required strength even at the expense if necessary, of the platform staff. Transfers from the travelling staff will be by a District Order. The police have a duty to watch Railway Stations for suspicious strangers. Where the Railway Police is unable to spare a Constable or two to a Railway Station, which is likely to be crime prone, or rendezvous of criminals, arrangements should be specifically made with local police by SHO and SDPO.

2. Personnel of the traveling staff are as a rule, to be exempted from travelling every third day. On such days they shall perform platform duty, if they are not otherwise detailed.

Duties of Beat Constables

832-1. Beat Constables while on beat duty shall be in uniform. Before being deputed for beat duty the SHO shall show them the most wanted property / stupefying drug offender and the data in the AP Police intranet. Descriptive particulars of dangerous and desperate offenders and photos to be affixed in the beat book. At every station they should contact the station master and ascertain from him whether he wishes to make any report or complaint and whenever time permits they shall patrol from one end to the other of the train watching out for suspicious persons carefully all along. At important specified stations where there are point books, the beat Constables should sign these point books recording therein the train number, the date and also their names, numbers and station. They should also note in their beat book (Form 173) the page number and the serial number of the point book wherein they have signed. On returning from the beat, they shall return the beat book to the officer in charge of the station.

FORM - 173 **See Order No.832-1**

RAILWAY POLICE - BEAT BOOK

Railway Stations	Beat Constable's number and date	Train number and hour of starting and arrival at the distant stations	Return journey train number, hour of starting and of return to police stations	Signature of Constable or Station Master	Crime occurrence or other information	Packets or letters received or delivered

List of Railway Thieves or Suspected Persons

Name ..... Cell Phone No. ..... Village..... Nearest Railway Station .....

* If convicted put C. after the name; if a K.D. put K.D.

On label outside : Railway Police Beat Book.

2. As an additional precaution, the railway Guard should be required to inform the travelling Beat Constable by writing in his Beat Book, the train number, the date and the number of each carriage in which accommodation is reserved only for women. The Beat Constable will be required to keep a watch on the compartment reserved for women. He should maintain a watch at each halting place, particularly to ensure that no one is travelling on foot boards or couplings of such carriages. Whether these duties would require an increase in the strength will be determined by the circumstances existing from time to time. Both the train guard and travelling beat Constable shall be jointly held responsible for compliance of this Order.

Plain Clothes Officers

3. In addition to Beat Constables, Police Officers in plain clothes may be employed to travel by train on detective duty, such as shadowing suspects. The SHO or IO should brief them clearly and personally.

Railway Protection Force

833. The Railway Police are not responsible for watch and ward duties, but they should patrol station yards and goods shed. The Railway Protection Force is intended to safeguard all railway property and property carried by railways excluding the passengers' luggage. All watch and ward duties are performed by RPF.

Urgent Communication of Important Offences

834-1. All cognizable cases, serious losses of property, all offences falling under Section 150 of the Railways Act, and other important occurrences reported outside Railway Stations but with in railway premises shall be telefaxed, informed by telephone SMS, Whatsapp or by Radio communication at once by the senior member of the platform staff or the Beat Constable to the Station House Officer of the Railway Police Station of the section and also to the nearest L&O Police Station House Officer and to the Superintendent, Railway Police. The descriptive particulars of the property should also be telegraphed and informed to all Railway Police Stations on the line and connecting lines.

2. When the SHO is absent from his headquarters, all reports of the above nature received in the station shall be telegraphed or informed over telephone or by Radio communication to him.

3-A. SHOs shall inform by SMS, Whatsapp telegram, fax or RM serious cases and occurrences to the Inspector, Sub-divisional Police Officer concerned and Superintendent, Railway Police.

B. All grave crimes and offences under sections 150 and 151 of the Railways Act and strikes including hunger strikes, bundhs or attempted strikes of Railway employees shall also be reported by telefax, SMS, Whatsapp / RM, telephone or express report to the CP/SP of their district and District Magistrate having jurisdiction.

C. The offences under section 152 of the Railways Act, may be treated as minor offences and no report need be sent. However, offences u/s 151 and 152 of the Railways Act committed by any political party or in an organized manner with a motive to wreck the train and causing damage to a train or hurt a person should be reported to DGP and all officers as in cases of specially grave nature immediately by wireless/fax followed by detailed reports.

4. Telefax concerning railway cases shall be sent “On Railway Service” and other telefax as “State messages”. Where there is a police radio station, reports should be sent by police radio and not as State telefax.

Investigation of Cases

835. The Railway Police shall investigate cases like local police under Chapter 12 of Cr.P.C and take assistance of APPs /Addl.PPs while finalizing charge sheets.

1. When a passenger sends a report or a telefax to the en-route railway police station after reaching his destination, SHO on finding its authenticity, should register a case without insisting on the presence of the complainant if the contents of the report/telefax reveal the commission of a cognizable offence.

2. The sub divisional police officer (DSRP) will transfer important cases registered at the Railway Police Station to the investigation units, there by the Inspector or investigation unit will take up investigation of such cases in the same way as if they are reported to them directly. Besides this, the investigation unit also shall register cases independently when they are directly reported to them and investigate. He is directly responsible to the DSRP of the jurisdiction for his investigation.

Case diaries

836. The writing and maintenance of case diaries for the investigation of cases is the same as provided under chapter 12 of Cr.P.C. The investigating officers whether of Railway Police Station or of investigation unit shall maintain the case diaries and send them regularly to the Inspectors and SDPOs for their perusal, guidance and supervision.

G.O.519, Judl. 22-3-1902, G.O.221, Pub. (Pol) 20-4-1932

Personal Investigation by DSRP

837-1. The DSRP shall at once proceed to the scene of occurrence of crime and conduct the investigation on receiving the report of any case coming under Section 150 of the Railways Act, which involves danger to human life.

2. He shall also send a copy of the grave crime report of his investigation to the concerned District Magistrate besides to the SRP/IGP Railways.

3. Such cases shall be thoroughly investigated from all angles with the co-operation of the District Police and others.

4. The instructions relating to investigation of any case given in this Manual in various Chapters apply to the investigations by Railways. In the case of Railway Accidents accompanied by loss of human life the steps and measures should be taken as given in Order No. 854-1.

5. DSRP shall follow the detailed duties of SDPO mentioned in PSO-52

6. DSRP to take help of Forensic engineering wing in case of Railway accidents, sabotage cases.

838. For efficient discharge of duties, the Railway Police require the following facilities: -

1. Police Stations, Outposts, Investigation Units should be located on the platform of the main Railway Station building at a convenient spot.
2. For on the spot registration of cases, arrests of accused, and for taking up investigation immediately where possible mobile police stations are arranged. In the absence of such arrangements, facility must be provided to receive reports and pass on to the nearest Railway Police Station. Mobile Police station is being arranged in all important passenger trains with sufficient staff including beat. Accommodation should be earmarked accordingly.
3. The office accommodation for supervisory officers should be provided near the Railway Stations.
4. The Police Stations, Investigation Units and supervisory officers should be linked with the Railway Communication Network as well as AP Police intranet.
5. The number of duty passes should be calculated in such a manner as to enable travel of the staff of Police Stations and Investigation Units without inconvenience.
6. These facilities, which are the minimum to be laid down by the government provided by the Railway authorities without fail. SsRP and IGP Railways should prevail on Railway authorities to provide these.

Telefax Complaints by Railway Officials

839. In the matter of complaints or information reported by railway officials by telefax, the same shall be confirmed by a further report in writing.

Complaints by Railway Officials

840-1. Separate entries either in separate registers or in different parts of the same register (Form 174), will be made for -

A. shortages of goods or parcels
B. shortages or loss of railway materials, and
C. loss of property of passengers

FORM - 174 **See Order No.840-1**

REGISTER OF SHORTAGES AND LOSSES

Sl. No.	Station or area and Date of loss	Designation of Railway Official Reporting, Date of Report, and Date of receipt by Station House Officer	Nature of the goods or property lost and brief particulars of the circum-stances under which the loss occurred	Value		Train Number	Name of Guard, RVC Travelling porters or G.S.M., C.G.C. and C.R.C, Railway Officials connected	Dates of Enquiry, by whom (including other Police Stations) particulars of information secured	Final action taken
				Lost	Recovered				
1	2	3	4	5	6	7	8	9	10

2. Entries in classification (i) will clearly distinguish whether the shortage or loss occurred in a stationary wagon, a wagon in transit or from a transhipment shed or platform. When making entries in the register, care should be taken to note in column 10 whether a report against any railway official was sent to the railway authorities and the action taken by them thereon.

3. The Station House Officer can himself dispose of any case of shortage or loss amounting to a maximum or Rs.500/-. The orders of the Sub-divisional Police Officer should be taken where the value exceeds Rs.500/-.

4. Particular attention will be paid by inspecting officers with regard to the action taken and enquiries made by the SHO in regard to such shortages and losses.

5. The register will include reports which the Station House Officer transfers to another jurisdiction. He should state his reason for such action and the Inspector must ratify this.

Nuisances

841. All nuisances committed within railway limits and all violations of Special and Local Laws including relevant Police Acts occurring in Railway Police Limits should be handled by the Railway Police in the same manner as law and order Police.

Petty Thefts

842. Care must be exercised in the matter of refusing to investigate petty thefts on the ground of the small value of the articles stolen. The theft of an important piece of mechanism, though of small intrinsic value, may amount to a grave offence under the Railways Act.

Custody of Prisoners

843. At Railway Police stations where there is no lock-up, prisoners who are not immediately sent for remand shall be sent to the nearest district or city police station for custody. The hour at which a prisoner is thus sent shall be entered in column 6 of the Search Register. The latter will provide the guard for the Railway Police prisoners in district police lock-up.

Copy of Inquest Report to be sent to Railway Officials

844. In cases of death within railway limits, whether by a railway accident or otherwise, in which an investigation is held under Section 174 of the Code of Criminal Procedure, an extract of the investigation report in Form 175, 176 and 177 shall be forwarded to the Divisional Engineer in all cases, and the Divisional Operating Manager, in cases occurring within the limits of a railway station, if requested by him. In the event of the investigation having been held by the district police, a copy of the report shall be obtained from them.

FORM - 175 **See Order No.844**

REPORT IN CASES OF ACCIDENTAL DEATHS AND SUICIDES NOT WITNESSED

1. (a) Name of deceased
   (b) Caste
   (c) Occupation
   (d) Residence
2. By whom the deceased or the dead body was first found and under what circumstances.
3. When and where (mileage).
4. Sex and age of the deceased.
5. Injuries found on the body.
6. If found living, to which hospital the patient was sent, by which train, and when and where the death occurred?
7. Whether investigation was held by the police and, if so, whether the deceased was identified, by whom and with what result ?
8. If not identified, whether finger prints were taken and sent to the Finger Print Bureau, and if so, with what result ?
9. Verdict of the panchayatdars.
10. Whether body was sent for Post Mortem examination and, if so, the opinion of the Medical Officer as to the cause of death. If not sent, why not ?
11. Circumstances under which the deceased met with the accident ?
12. Probable train, which killed the deceased, with reasons.
13. Statements of engine crew.
14. Result of examination for blood marks on the engine or carriage.
15. Conclusions arrived at by the Railway Police as to the nature and cause of death.

Forwarded to the : Deputy Inspector-General of Police / IGP, Rlys,
: District Collector,
: Government Inspector for Railways,
: District Traffic Superintendent, Railway,
: District Engineer, Railway.

Office of the Superintendent, :
Railway Police : Superintendent Railway Police.
Date.

* To be sent only when the circumstances of the case present any unusual or important features.

FORM - 176 **See Order No.844**

REPORT IN CASES OF ACCIDENTAL DEATHS, SUICIDES AND SUICIDES WITNESSED

1. (a) Name of deceased
   (b) Caste
   (c) Occupation
   (d) Residence
   (e) Phone No.
2. By whom the accident was first witnessed, under what circumstances and the condition of the deceased.
3. When and where (mileage).
4. Number of train which caused the accident.
5. Sex and Age of the deceased.
6. Injuries found on the body.
7. If living, to which hospital the patient was sent for treatment, when and by which train, and when and where the death occurred ?
8. Whether investigation was held by the Police and, if so, when and by which Police Officer and whether the deceased was identified by whom and with what result ?
9. If not identified, whether Finger Prints were sent to the Finger Print Bureau, and, if so, with what result ? (with availability of Intranet FPs can be sent on line to Director Finger Print Bureau).
10. Verdict of the Panchayatdars.
11. Circumstances under which the deceased met with the accident.
12. Conclusions arrived at by the Railway Police as to the nature and cause of death.
13. Name and Phone No. of the person to whom information was sent with date in addition to cell phone message a written information should be sent.

: Deputy Inspector-General of Police/IGP, Rlys,

Forwarded to the : District Collector,

: Government Inspector for Railways,

: District Traffic Superintendent, Railway,

: District Engineer, Railway.

Office of the Superintendent, : Superintendent Railway Police

Railway Police. :

Date

* To be sent only when the circumstances of the case present any unusual or important features.

FORM - 177 **See Order No.844**

REPORT IN CASES OF NATURAL DEATHS

1. (a) Name of deceased
   (b) Caste
   (c) Occupation
   (d) Residence
2. By whom first found dead or living. If living, when did he die ?
3. When and where ?
4. Sex and Age of the deceased.
5. Injuries, if any, on the body.
6. Whether investigation was held by the Police and, if so, whether and by which Police Officer and whether the deceased was identified, by whom and with what result ?
7. If not identified, whether Finger Prints taken and sent to the Finger Print Bureau, and, if so, with what result ?
8. Verdict of the Panchayatdars.
9. Whether body was sent for Post Mortem Examination and if so, the opinion of the Medical Officer as to the cause of death.
10. Circumstances under which the deceased met with his death.
11. Conclusions arrived at by the Railway Police as to the nature and cause of death.
12. Name of Phone No. of the person to whom information was sent with date. In addition to SMS / Cell Phone oral message, a written information should be sent Forwarded to the Railway (when reports are called for by him).

Office of the Superintendent.

Railway Police Superintendent Railway Police

Date :

Disposal of Bodies:

845. The Railway Police shall take steps to hand over the body of any person who has been killed or who died within the Railway limits to his relatives or if for any reason that is not possible, to any friend of the deceased, or to the member of any society or institution willing to perform the last rites for such persons. If none of these agencies undertake the task, the railway police shall be responsible for the burial or cremation in a proper manner and in accordance with the nationality and religion of the deceased and the cost defrayed by the Superintendent, Railway Police, from contingent charges under appropriate head.

G.O.Ms.No. 2547, Home (Pol-C), dt.. 23-9-1955

Station Crime History

846. To facilitate the study of crime and criminals, the Station Crime History will be maintained in all stations in five parts as prescribed below. The Station Crime History is a confidential record.

Part-1: Crime, Occurrence and Classification Register

1. All true crimes and attempts coming within the classification given below shall be entered in Part I (Form 178) of Station Crime History chronologically. Additional classes of crime will be included only with the sanction of the Addl. DGP CID.

FORM - 178 **See Order No.846-1**

RAILWAY POLICE STATION CRIME HISTORY FOR….. 20.

Part - I Station District

Crime Number Section of law and date (day or night)	Name of complainant	Scene of offence	Modus operandi, classification and brief description of offence	Nature and value of property		Name of accused or suspect, reasons for latter, old railway offenders to be underlined, old references being quoted and result of case. Any other useful information	Cross references, associates
				Lost	Recovered		
1	2	3	4	5	6	7	8

Classes of Crime

I. Thefts in running passenger trains

(a) Pocket picking
(b) Jewel snatching
(c) Personal effects, in upper class
(d) Personal effects, in lower class
(e) Mails
(f) Luggage van

II. Thefts in passenger sheds, stationary trains and on platforms.

(a) Pocket picking
(b) Jewel snatching
(c) Luggage
(d) From stationary trains, upper class
(e) From stationary trains, lower class

III. Thefts from running goods trains

(a) Of whole consignments
(b) By extraction

IV. Thefts in yards and stationary wagons

(a) Of unshipped consignments
(b) During loading
(c) By extraction
(d) From sealed wagons

V. Thefts in goods sheds and parcel offices

(a) Of whole consignments
(b) By extraction

VI. Thefts of railway material

(a) Iron material from the track and yard
(b) Stationery stores
(c) Coal thefts
(d) Carriage fittings
(e) Dynamo belts
(f) Electric Bulbs
(g) Miscellaneous

VII. Miscellaneous thefts

(a) Bicycles
(b) Other articles

VIII. Murder for gain, dacoity, robbery

IX. Drugging or poisoning for the purpose of committing theft, looting, robbery and dacoity.

X. House - breaking

XI. Receiving stolen property

(a) Consignments
(b) Personal effects
(c) Railway materials

XII. Cheating

(a) By sale of tickets
(b) Confidence trick
(c) False personating

XIII. Counterfeit coin and currency notes

XIV. Railways Act

(a) Section 150
(b) Section 151
(c) Section 152

2. Entry in column 4 should be brief, clear and include all classifications that are covered by the offence.

3. In column 7 all the useful information and facts discovered during the investigation, including the names of the known or suspected, accused with grounds for suspicion, peculiarities in the commission of the offence, and the result of the investigation shall be entered. The names of old offenders in railway offences shall be underlined quoting the relevant records.

4. At the close of each year, the Inspector shall enter an analytical review of crime and formulate a programme for prevention and detection during the ensuing year. The Sub-divisional Police Officer will approve this review before the end of January of the next year and before it is entered in Part-I of the Station Crime History.

5. A FIR Index (Form 96) will be kept. In the remarks column cross reference to all other records should be given.

Part II – Crime Charts

847. A Crime chart will be maintained in every Railway Police Station in the same way as in local police station. Figures and letters as shown in Order 846 will chart the *modus operandi* classification of crime. For example, a case of pocket picking in a running train on 5th March, 1998 will be shown as 1(a) on the crime chart for 1998 at the place where it has occurred, or believed to have occurred.

Station Crime History – Part III

848-1. Part III of the Station Crime History shall be in Form 77. The names of the following persons shall be entered in the register, provided the offence is in connection with the railway or in railway premises and also those persons listed in order No.848-1-G in whose case orders for the retention of finger prints have been passed by the Superintendent of police.

G.O.Ms. 2133, Home, dt. 1-9-1943.

A. Persons convicted of offences under Chapters XII and XVII of the Indian Penal Code of which a punishment of three years or upwards is prescribed.

B. Persons convicted of offences under sections 498-a to 498-D of the Indian Penal Code (forgery of currency notes and bank notes).

C. Persons notified under the Habitual Offenders Act, 1948, convicted under section 12 of the Act and of any of the offences narrated in the schedule to the said Act.

D. Persons bound over under Sections 109 or 110 Cr.P.C.

E. Persons convicted under Sections 150, 151 and 152 of the IR Act.

F. Persons convicted under the Railway Stores (Unlawful Possession) Act, 1955, and Telegraph Wires (Unlawful Possession) Act, 1950.

G. Unconvicted persons reasonably suspected to have committed offences with particulars of offence, selected for inclusion with the approval of a gazetted officer. These shall be retained only so long as reasonable suspicion exists against them.

2. This register will contain convictions in cases registered at the station and of persons living in the station local area convicted of offences on the railways elsewhere. If a conviction is reversed on appeal, the entry should be crossed out unless the person is brought under clause (g) of sub-order (I). In the "Remarks" column of the form shall be entered a broad classification (as specified in Order 846) of the crime committed by the criminal.

3. The names of persons registered in Part-III shall be struck off after a period of ten years from the expiry of their last sentence undergone, or if History Sheets opened for any one of them have been discontinued. Inspectors may affect the removal. A gazetted officer may, however, sanction the removal of names at any time within the period mentioned above, if the retention of such name is considered unnecessary.

4. Convicted and unconvicted persons not removed from Part III shall be enquired about frequently. The Station House Officer must make detailed enquiries about them at least once a year.

Part IV – General Information

849-1. The Station Crime History, Part-IV, will contain general information. It will be kept in loose sheet forms, with appropriate headings, as detailed below.

A. Extent of station jurisdiction, quoting actual distance and a list of railway stations in the jurisdiction, giving actual mileage and code name of each station.

B. Plan of the railway line in the station jurisdiction showing railway stations and important bridges with distance in each case.

C. Local police station and district in which each railway station lays.

D. Magistrates, noting against each his headquarters and his jurisdiction as far as the railway police are concerned.

E. List of festivals, their probable dates and duration, and the strength required for each, and any special precautions necessary.

F. List of weekly markets, commodities sold, the nearest railway station and the average number of passengers alighting there.

G. A note on the Railway Protection Force staff.

H. Notes on important disputes which may cause interference with the running of the railway. These should include all labour disputes and special note on any friction or dispute among the subordinates of the railway.

I. A register of ex-convicts containing the names of all railway criminals residing within eight KM radius of the railway police station jurisdiction will also be maintained by every railway police station.

J. A list of dismissed railway employees and members of political parties and criminal gangs likely to indulge in acts of sabotage.

2. This register should in fact contain a summary of such information as will be useful to a new Sub-Inspector taking charge of the station.

3. All entries in this record should be edited, signed and dated by the Inspector. Only the station copy of the record is to be maintained. The Inspector will not maintain a copy with his circle records but will summarise all important points in his Circle Information Book as is done by the Circle Inspectors in districts.

Part V – History Sheets

850-1. Part V consists of history sheets (Form 79) of persons residing permanently or temporarily in the station local area, who are known or believed to be addicted to or to aid or abet the commission of crime on the railway, whether convicted or not, or who are believed to be habitual receivers of property stolen in offences committed on the railway.

2. The opening and closing of history sheets will be governed by the orders for the local Police contained in the Chapter 33.

3-A. The Railway Crime Records Bureau will maintain dossiers for selected criminals of special importance who operate over an extended area. These persons will be known as railway dossier criminals. The SRP, will decide as to who should be registered as Railway Dossier Criminals.

B. The instructions regarding the reporting of the activities and movements of District Dossier Criminals apply equally to Railway Dossier Criminals. The SHO is responsible for reporting to the RCRB particulars of arrest, conviction, release from jail, passing out of view, conduct and movements and any other information likely to be of use or of general interest, in respect of every RDC for whom a history sheet is maintained in his station and any other RDC about whom he may obtain information on the points specified.

4. For a criminal, who has a history sheet in a railway police station, a history sheet will also be maintained in the L&O Police Station in the jurisdiction of which he resides. Such sheets will be marked with a red "R" and below it will be noted the name of the Railway Police Station and history sheet number-

$$\frac{\text{R}}{\text{Guntur - 11}}$$

The Railway Police Station sheet will be marked similarly with a letter "L", e.g.

$$\frac{\text{L}}{\text{Vijayawada - 15}}$$

Local and Railway Police SHOs will report to each other information of arrest, conviction and all other matters of interest in respect of such persons.

5. A list of ex-convicts and KDs shall be maintained in every RPS.

Volume and page number of		Name, Father's name, Village Police Station of the convict or suspect	Crime Number
Part – I	Part – III		
(1)	(2)	(3)	(4)

6. Name index of criminals: An alphabetical name index of persons entered in Part III.

Co-operation and Co-ordination

851. For prevention and detection of crime and for maintenance of order in Railways the co-operation and co-ordination between Railway police, local police, Railway protection force, Railway administration and State Government is necessary. The following are some of the guidelines to achieve such co-operation.

Co-operation with the District Police

1-A. There should be the closest cooperation between the District and Railway Police.

B. The Railway Police should assist the local police in arresting escaping offenders, and also informing the movements of criminals.

C. In matters of placing obstructions on the line, tearing lines, stone throwing at trains, and the like, the help of the local Police should be promptly sought.

D. In the event of crime being committed in the limits of the local Police, but in the close neighborhood of the Railway, the Railway Police shall take the necessary legal action pending the arrival of the local Police.

E. The SRP may require the local Police to take over the entire responsibility for the investigation of a grave crime, such as murder or dacoity, the circumstances of which are of a local nature quite unconnected with the railway, even though the case occurred within the jurisdiction of the Railway Police. On his requisition, the local Police shall at once take over the investigation.

F. In the event of a strike on the railway the local police will deal with the offence arising out of strike while the Railway police will be performing their normal duties dealing with ordinary offences.

G. The Sub-Divisional Police Officers of the local Police should call on the SRP if he is camping in the district and when the DSsRP are on tour they should call on the SsP.

H. When a cognizable crime outside the jurisdiction is reported to the SHO of RP Station, he should register and transfer to the local police and take such steps as necessary pending arrival of the local police.

Procedure in cases of theft of materials from Railway track

2-A. As soon as theft takes place from the railway track or premises, the railway authorities will send immediate intimation not only to the RPS having jurisdiction but also to the local Police. This is necessary because very often such thefts occur at considerable distances from the RPS. It is necessary that immediate local enquiries should be made in the area, pending the arrival of the Railway Police Officers on the scene.

B. When the cases are reported or come to the notice, the Railway Police shall register and investigate such cases and shall be wholly responsible for all further action in the matter.

C. The local Police SHO or Investigation Unit, on receipt of the intimation from the railway authorities, shall enter it in their respective Station General Diaries and cause local enquiries to be made in their jurisdiction regarding the possible culprits and the disposal of the property. They shall also render the Railway Police such assistance as may be necessary from time to time in the investigation of the case.

D. Thefts of materials in railway station yards and goods yards will be reported to the RPS having jurisdiction. The Railway Police can always call on the local police for such assistance as may be necessary, from time to time, in respect of these cases.

E. A complaint of theft or loss may be accepted for registration and investigation at the first RPS at which a theft on a running train or from railway premises is reported and then if the scene of offence is definitely located to be under the jurisdiction of some other police station, the case may be transferred promptly to that police station. Otherwise, the police station at which the case is first registered shall pursue the case to its end.

Steps to minimize thefts on the Railways

3-A. Frequent surprise checks of local criminals and receivers of stolen property and constant watch by the Railway Police over their movements, especially in the vicinity of railway premises. The help of local Police who may have a better knowledge of local criminals should be obtained.

B. The local police in whose limits a criminal resides should open a history sheet if one is opened for such person in RP station. If he is absent from his residence, all RP stations where he is likely to operate should be informed and the local SHO should be in touch with those RP stations by communication and personal meetings.

C. Meetings between SP of a District/CP attended by all RP officers having jurisdiction should be held once in six months. At these meetings, every offence reported subsequent to the previous meeting, ways and means of improving the prevention and detection of crime, with particular reference to crime-prone areas should be discussed.

D. In crimes suspected to be the work of habitual criminals, a crime card shall be sent to all neighbouring police stations, Inspector, Investigation Unit, the SDPO and the Railway Crime Records Bureau. If offenders are outsiders information by quickest available means should also be sent to the neighbouring local Police Stations, Investigation Units, and RP SIs. SHOs and Investigation Units who receive information whether by crime card or by other means should immediately institute necessary enquiries and promptly report the result. SHOs are responsible for the prompt circulation of lists of property lost and description of absconding offenders to stations where they are likely to be found.

E. Offences on railway lines, such as thefts of sleepers, fishplates and dog spikes, are common. Most of these materials are useful in preparing agricultural implements or for sale to scrap dealers. Contact with local blacksmiths and close touch with village police, Beat Police and good set of informants will help in detection of these offences. Some of the cases of this type might be the mischief committed by cattle boys or others, not knowing their seriousness. The local people should be made aware of consequences of such incidences by proper publicity and education by both local Police and Railway Police together.

F. Thieves may get down with the stolen property from the running train en route and try to dispose of the property with known receiver in the nearest

town. Information giving the details and description of the property lost should be sent to the Railway police station and local police stations to look out for such persons.

Co-ordination with Railway Protection Force

4-A. The SHO of every Railway Police Station shall hold every month a coordination meeting with the officers in charge of the RPF Posts in his jurisdiction to review crime situation and to exchange information for effective control, prevention and detection of crimes and maintenance of law and order in the railway limits. Minutes containing the summary of discussions, information exchanged, decisions taken and follow up action taken on the last meeting shall be drawn up and submitted to the Sub-Divisional Police Officer with copies to the concerned officers in charge of the RPF Posts.

B. The SRP and the SDPOs should hold once in two months such meetings with their counterparts in RPF and draw proceedings and send them to the IGP Railways.

Co-ordination with Railway Administration

5-A. Coordination meetings should be held at the Railway Divisional level with Divisional Railway Managers and other officers in the manner indicated in the Order 57 of Chapter 3 of this Manual.

B. A zonal level coordination meeting has to be held once in 6 months under the Chairmanship of the General Manager, South Central Railway in which IGP / Addl. DGP Railways, Superintendents of Railway Police, Chief Security Commissioner, Divisional Railway Managers and Divisional Security Commissioners should participate. All matters concerning crime, law and order as also the difficulties and problems may be discussed and appropriate decisions taken. The Chief Security Commissioner of South Central Railway is the convener of this meeting.

92-Sec. Spl.)/ 200/ 96, dt. 13.7.93 of Railway Board.

Coordination with State Government

6. A Standing Committee with the Chief Secretary to Government as Chairman has been formed to ensure coordinated working of the Railways and the State Government for prevention of crime in Railways. The Committee consists of the Chairman, the Home Secretary, DGP, IGP / Addl. DGP Railways (Convener), General Managers and Chief Security Commissioners of SCR, SER and SR as members. The Committee meets once in a year

G.O.Ms. No. 558, dated 27.9.84 of Home (Pol.D), A.P.

preferably in the first quarter of the year. The IGP, Railways shall prepare all items of the agenda and after approval by the Director General of Police circulate the minutes of the meeting and also take follow up action.

Co-ordination with neighbouring States

7. The Railway Police Officers from SHO up to the IGP / Addl. DGP level in Railways shall meet their counterparts in the neighbouring states as often as possible with a view to sort out all problems particularly in relation to prevention and detection of crime and movement of criminals and a relief of beats, escorts and patrols at mutually convenient points.

Stopping of Trains at non-stopping Stations

8. In special and urgent cases, a police officer of the gazetted rank may, by written requisition to the concerned local railway official, cause a train to be stopped at a station at which it is not scheduled to stop either to effect an arrest or to safeguard the public peace and safety.

G.Os 19, Rlys. P.W. 14.3.1932 & 593, Pub. (Pol.) 31.10.1932

Accidents on Railways

Notice of accidents to the Police

852-1. Under Section 113 of the Railways Act 1989 and the rules made by the Government of India under Section 122, the station master nearest to the place at which the accident has occurred, or where, there is no station master, the railway servant in-charge of the section of the railway on which the accident has occurred, is bound to give information about the following accidents without unnecessary delay to the Station House Officer, in whose limits the accident occurred, and to the District Magistrate, the Superintendent of Police and the Superintendent of Railway Police. Government of India has made rules in this regard and circulated it widely.

A. Any accident attended with loss of human life, or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property;

B. any collision between trains of which one is a train carrying passengers;

C. the derailment of any train carrying passengers or of any part of such a train;

D. any accident of a description usually attended with loss of human life or with such grievous hurt as aforesaid or with serious injury to property; and

E. any accident of any other description which the Central Government may notify in this behalf in the Official Gazette.

Accidents on private sidings

2. Section 113 of the Indian Railways Act and the rules framed under Section 122 of the Act apply also to accidents on private sidings. Accidents occurring on such sidings should be reported in the same way as accidents occurring on main lines.

Duties of Police in connection with accidents on the railways

853-1. The duties of the Police in connection with accidents on the railways are laid down in rules 28 to 33 of the Rules made by the Government of India under Section 122 of the Railways Act 1989.

Mobilization in cases of accidents

2. On the occurrence of a serious accident, the SRP shall requision NDRF unit. The SHO of the Railway Police shall mobilize staff of the station and take them to the spot with utmost expedition. If the staff of one station is insufficient, the SDPO shall mobilize the strength from other stations also. The Railway Police in liason with RPF shall guard property and help injured persons. The local Police shall send police parties to the spot to assist the Railway Police in guarding property and helping the injured. Both the Railway Police and the local Police should send as many Head Constables as possible to the accident spot to assist the DSRP particularly for holding inquests in cases where there are large numbers of deaths.

Reports of accidents, injury and death

3. All cases of accident, injury and death occurring on the railway shall be recorded by the SHO in the general diary and by the DSsRP in their diary.

Investigation and Prosecution in Railway Accidents

Scene of Occurrence

854-1. A close examination of the scene gives clues to the cause of accident. The scene must be guarded as far as possible undisturbed to protect from offenders concealing evidence of negligence or other defects. Steps must be taken to restore the track, moving the injured to hospital, completion of inquests on dead bodies. Following steps are necessary to secure the scene undisturbed during investigation.

A. Make arrangements to see that as many Head Constables, ASIs and SIs are available at the spot.

B. Assign holding of Inquest to as many SIs, HCs, as possible including L&O Police or Local Investigating Units.

C. Direct Local Police and RP Station to shift injured to hospital if already not done by others. If they are already sent to hospital send either the local Police SI or HC to examine the injured in the hospital and report.

D. Ask the photographer attached to the Investigating Team to take photographs and videograph in the prescribed manner indicating additional points if any.

E. Depute a small team particularly those who are good at observation to examine the track on both ends of the scene and sides for some distance and locate the possible exact spot from where the derailment started. Photograph and collect all material observed and available. If for example nuts and bolts are found lying, collect them and also collect the other nuts and bolts still remaining unfastened or partially unfastened or damaged from near the place where the earlier ones are collected. Also collect control sample of earth. Any pieces of the Engine, wheels, fittings or any object for that matter including ballast pieces, which have any clue, should be collected. It may not be possible to list all items, which may be collected, as it depends on the circumstances of each case.

F. Personally go over the whole scene and study the reports being given from time to time by the staff deputed. Set up a camp office near the scene or a convenient place from where Investigation can be directed. The spot should be near the same spot where other senior officers like SRP or IGP, Zonal IGP/DIGP etc. have set up a control center for directing operations.

G. Requisition and ensure Inspection by expert from Forensic Science Laboratory or other expert body through the Director, FSL.

H. Examine all witnesses including Railway officials and informant of the accident at the spot by detailing teams if number is too large. The entire Railway staff on the train including the driver and of the neighbouring stations should be examined. The local people who first come to the spot should also be examined besides any other relevant witness.

I. The damages caused to the track, carriages and the exact scene as it looks from its observation giving distances etc. should be noted.

J. A sketch should be drawn up containing IO's observations.

K. After the staff deputed on various assignments have given their reports, the scene has been completely examined, Inquests completed, injured sent to hospital and available witnesses examined, clearance should be given for track restoration and clearing of debris. Unlike other cases where there may be some time available, Railway accidents do not admit of any delay in the matter of track restoration except to the extent absolutely necessary. The officers who have been given different assignments may be returned to their other work after they have submitted their reports.

Enquiry by Chief Commissioner/Commissioner of Railway Safety

2-A. The Commissioner of Railway Safety is the statutory authority according to Chapter 12 of the Railway Act to inquire into the cause of accident. His opinion is in the nature of an expert on the cause of accident just as a PM certificate or MVIs certificate in Motor accidents. It is therefore necessary that SRP/DSRP should furnish full and correct details. The SRP may seek any clarification from the enquiry report since the opinion in the report is vital. Prosecution may be launched only after receiving the Commissioner report.

B. A copy of the findings of the Commissioner for Safety, will be sent to the Superintendent, Railway Police, within seven days of its receipt by the General Manager. The Superintendent Railway Police, will consider the report and inform the General Manager, within seven days, whether or not a prosecution is to be launched. In considering the report the SP, Railways or SP CID concerned who is entrusted with investigation should ask the team of investigators to go through the report and take their opinion into consideration.

C. After investigation is completed the process of consultation with APP/LA should be started and decision taken.

D. The IG/ Addl. DGP Railways is the authority to pass final orders on the cases of Railway Accidents with loss of life.

Miscellaneous Instructions

Unclaimed Property

855-1. Unclaimed property should be made over to the stationmaster for disposal. If, however, the unclaimed property consists of arms, ammunition, explosives, intoxicating liquor, opium and its preparations or hemp drugs, the sale of which by unlicensed persons is prohibited by law, it should not be made over to the station master for disposal, but should be disposed off by the Railway Police themselves in the manner provided in the Relevant Acts and Rules.

Railway Servants as Witnesses

2. When railway subordinates are bound over by the police to appear as witnesses, the Divisional Officer of the department concerned should be informed so that he could arrange for their relief.

Railway Police not to purchase tickets for passengers

3. The Railway Police are strictly prohibited from purchasing or selling tickets, collection of excess fare or checking ticket less travellers.

Watching of Criminals

4. It is the duty of the Railway Police to carefully watch the travelling public and spot out suspects, anti social elements, terrorists, criminals, and pass on information about their movement to the concerned police station or department for appropriate action. In case of need they may go to the extent of arresting these people and handing them over to the concerned. Professionalism and skill is required in performing such jobs.

Festivals

5. As laid down in Order 849, a list of festivals held near the railway line, with details of the police arrangements to be made should be kept in every Railway Police Station. In the event of any festival or large gathering not included in the list being held, the SHO should give timely information to the Superintendent, Railway Police.

Railway Strike

6. In the event of a railway strike, the whole or part of the Railway Protection Scheme should be put into operation by the Superintendent Railway Police, after obtaining the orders of the Director General of Police.

Drill and Instructions

856-1. Platform Constables at outstations should be changed at least once a week.

2. Hours of drill and instruction, which should necessarily depend upon train timings, should be specified by the SHO and displayed in each Police Station. The instructions, catechism and on-job training of the personnel should be imparted in the same manner as specified for the law and order Police.

Rules for the use and custody of arms

857-1. The arms in the Police Stations will be kept secured to an arms rack by means of a chain fastened with a lock, and be under the charge of the Sub-Inspector or other officer in-charge of the Station in his absence. Station sentries or those posted for Station watch will keep the key and be responsible for the arms during their respective spell of duty. The ammunition will be kept in a locked ammunition box, with the key being kept by the station sentry. The Sub-Inspector or the officer in charge of the Station, in his absence, will be responsible for the correctness of ammunition. The ammunition may be issued as per the need and requirements by the SHO.

2. HCs and PCs will be armed with rifles on such occasions as may be prescribed by the SRP, but the SHO may direct rifles to be used in any emergency or for the following purpose:

A. patrolling station yards, goods sheds, tranship sheds and yards,

B. escorting running goods train, and

C. escorting prisoners.

Journeys by train of the Governor and persons of high position

858-1. When the Governor of this State or any other State or the wife of a Governor travels by train, the crowding of people should be prevented on the platforms in between stations.

2. The SRP need not travel in the same train as the Governor, but the DSRP having jurisdiction should do so.

3-A. A guard of one SI or RSI armed with revolver or pistol and four PCs suitably armed shall travel with the Governor. At all train halts, two out of the four Constables will station themselves on either side of the Governor's saloon/ Compartment, as near as possible to the windows of the compartment occupied by the VIP. When the train stops at a place where the halt is short,

one Constable each will get down on each side and keep a watch along the train particularly the compartment in which the VIP is traveling.

B. The Officer in charge of the party will maintain a Sentry Relief Book showing the hours of duty for each pair of Constables.

C. When the wife of a Governor travels by train, a guard of two HCs/PCs of the Railway Police suitably armed shall be provided for protection.

Journey by Ministers

859. The following security arrangements will be made for the Ministers of Andhra Pradesh and other State Governments and for the Ministers of the Government of India when they travel by rail:

1. A Railway Police guard armed suitably of the strength indicated in Order 365 should be provided as escort party whenever a dignitary travels by train. The members of the guard will travel as nearly as possible to the compartment in which the high personage is travelling. Where the train halts for any length of time one Constable will immediately take his position on the platform at such a distance or at entrance of the compartment in which the VIP is travelling to enable a careful watch and effective access control. The second Constable will be posted on the off-side of the compartment for the same purpose. The Constable will guard against any unauthorized person gaining access to the compartment. Particular care should be taken to avoid unnecessary interference with the travelling public. It is important that the Constables perform their tasks unobtrusively. When the train is about to start, the Constables shall board their compartment. If the halt is only for two or three minutes, or if the train stops outside a station, the Constables will get down on either side of that compartment and watch along the train towards the dignitary's compartment to ensure that nothing untoward happens. If he observes anything that is likely to jeopardize the security of the person he should rush to his aid summoning such help as is available.

Government Memo 93982/ 57-10, Home Police (C) 30.4.1958

2. In all other respects, the Constables will function as a regular guard; the only difference being that they will be armed with lathies and not with firearms.

3. If the journey is a short one during the daytime, it is enough if two Constables under a Head Constable are detailed for this duty.

4. When a Minister arrives at or departs from a railway station, the senior most railway police officer present at the railway station at the time should receive or see him off.

Relief of Escorts of High Personages

860. Escorts of High Personages will be relieved by the Respective Railway Police escorts at the centres specified below:

Line	Centre of Relief	Remarks
(1)	(2)	(3)
1 Chennai-Vijayawada	Gudur	Guntakal Railway Police will take over from and hand over to the Tamilnadu State Police
2 (a) Chennai-Raichur	Renigunta	Guntakal Railway Police will take over from and hand over to the Tamilnadu State Police
(b) Katpadi-Gudur		
3 Raichur-Chennai	Arkonam	Guntakal Railway Police will hand over to the Tamilnadu State Police
4 Gudur-Katpadi	Katpadi	Guntakal Railway Police will hand over to the Tamilnadu State Police
5 Mumbai-Chennai(Via Wadi)	Raichur	Guntakal Railway Police will take over from and hand over to the Karnataka State Police
6 Bangalore-Guntakal	Hindupur	Guntakal Railway Police will take over from and hand over to the Karnataka State Police
7 Guntakal-Hubli	Guntakal	Guntakal Railway Police will take over from and hand over to the Karnataka State Police
8 Vijayawada –Kolkata	Berhampur	Vijayawada Railway Police will take over from and hand over to the Orissa State Police
9 Visakhapatanam-Raipur	Rayagada	Vijayawada Railway Police will take over from and hand over to the Orissa State Police
10 Viajayawada – Kazipet/Warangal	Khammam	Vijayawada Railway Police will take over from and hand over to the Telangana State Police
11 Guntur –Nalgonda	Nadikudi	Vijayawada Railway Police will take over from and hand over to the Telangana State Police
12 Kurnool-Secunderabad/Kacheguda	Kurnool	Telangana Railway Police will take over from and hand over to the A.P. State Police

Note: In case of Superfast trains not stopping at the centers mentioned in column (2) above, the relief shall be at the next immediate halt of the Superfast train.

CHAPTER 44

Crime Investigation Department

861-1. Functions of Crime Investigation Department are:—

A. Investigation of specified cases registered on the orders of ADGP CID ; cases entrusted by the Government and DGP

B. Maintenance, up-dating and use of crime-criminal classification network (CCTN), e-COPS, crime and criminal records, planning and implementation of criminal intelligence and crime analysis to improve prevention, investigation and prosecution.

C. Coordination of investigation in the State and with other States and National Institutions/ Organisations dealing with crime investigation.

D. Efficient, professional and independent functioning of SCRB, FPB and their modernisation.

E. Advise, assist and report to DGP and Government on matters concerning investigation and prosecution.

F. Interpol liaison, prevention of video-piracy, drug trafficking, taking up anti-human trafficking measures.

G. Updating AP Police Intranet applications and missing persons monitoring.

H. Investigation of white collar crime including Multi-level Marketing (MLM) frauds, chit fund frauds and malpractices in examinations.

I. Investigation of organized crime having state-wide ramifications from its source, transit and destination.

2. The control, supervision and responsibility for efficient functioning of CID vests in Addl. DGP, CID. His functions and responsibilities are detailed in Order No. 35-3. The categories of officers in the CID, their functions and responsibilities are given below:

G.O.Ms.No 438 mc (Police D) Dept dt.. 5-10-1986.

Police Officers

A. Inspectors General of Police,
B. Dy. Inspectors General of Police
C. Superintendents of Police
D. Dy. Superintendents of Police, Inspectors and Sub-Inspectors
E. Head Constables and Constables

Civilian Staff

F. Technical experts, Specialists in Finger Prints, Accounts, Audit, Banking, Revenue, Taxation, Engineering, Computer professionals, Crime analysts and Research Assistants (both police and civilian).

G. Ministerial staff

Officers of CID

862-1. **Inspectors General of Police CID** :- There will be Inspectors General of Police in CID who assist the Addl. DGP CID. Their general role and functions will be same as detailed in Order 42. The responsibility of supervision, direction and powers will be similar to those exercised by Zonal IsGP to the extent of the charge they are entrusted in CID. The main functions of IGP CID is supervision of crimes investigated by the CID, Co-ordination of investigation with local police/city police, building up and maintaining an efficient and up to date, crime and criminal information system.

2. One IGP / DIG / SP each will be in charge of

(i). SCRB called Director SCRB including supervision of FPB.
(ii). Economic offences
(iii) Crime against Women & Children called Women Protection Cell,
(iv) Protection of civil rights and SC /ST matters.
(v) General Offences Wing (GOW)
(vi) Cyber Crime
(vii) Narcotics Cell/ Video piracy cell / FICN Cell / Human rights Cell.
(viii) Anti-Dacoity Cell (AD Cell)

3. One IGP called Director State Crime Records Bureau (SCRB), Police Research Center (PRC) exercising overall supervision of Crime Records Bureaux in districts and cities. He will be competent to conduct inspections of DCRBs and CCRBs. He will also be in charge of Co-ordination of Crime investigation, investigative assistance with other States, Countries and liaise with national agencies.

4. Under the CID, there will be a Director for Finger Print Bureau who will report to the Addl. DGP, CID through the IGP, SCRB.

5. All the IsGP, including IGP, SCRB, the Director FPB shall assist the Addl. DG CID and through him the DGP in the functioning of CID and Crime investigation. The IsGP of CID shall have personal staff of two PAs/CCs,

trained or familiar with Computer functioning and data entry. The PAs/CCs should be drawn from the ministerial staff of CID.

6. The Addl. DGP CID, shall allocate subjects to the IsGP and DIsG where subjects are not allocated hitherto and shall also give directions to the DIsG as to which IGP they have to report to in case where subjects are not specifically and exclusively allotted to them.

7. Superintendents of Police: The first supervisor in all cases of CID shall be Superintendent of Police. They will be in charge of one or more wings or Regional offices. They will be responsible for ensuring investigation in accordance with procedure and method prescribed, as are applicable to each case. The submission of case diaries, their scrutiny, timely steps to be taken for prompt investigation of cases taken up by CID, preparation of report for legal opinion, and liaison with local police for assistance to Investigation teams are some of their more important functions.

8. Regional officers are furnishing at Visakhapatnam, Rajahmundry, Vijayawada, Guntur, Nellore, Tirupathi and Kurnool headed by an Addl.SP / DSP rank officer. The Addl. Superintendent of Police / Deputy Superintendents of Police and Inspectors of Police will be Investigating Officers of cases entrusted to CID. In more important cases the DSP will be in charge of investigation directly. Both Inspectors and DSP will report to SP directly. If the DIGP is in-charge of certain wings, they will report directly to him.

9. The Ministerial staff shall be responsible for maintenance of crime files and the office administration. One of the IsGP CID will be in charge of administration.

10. The experts drawn from other branches are responsible for scrutinising the documents and records and giving advice and opinion on matters of their specialisation and aid in the investigation. They shall report to IGP CID, concerned and IGP, SCRB.

11. The Chief Legal Advisor and other Legal Advisors will be mainly rendering legal advise and opinion in all cases investigated by CID. In all cases the written opinion of the Legal Advisor or Chief Legal Advisor shall be taken before any orders of disposal are passed by the concerned officer. The procedure and format as prescribed for disposal of cases should be adopted in CID for reports of Investigating Officer and Legal Advisor.

12. Except on ceremonial occasions and other occasions as may be specified, the Officers in CID should not wear uniform and should not, except when in

uniform, salute their senior Officials but instead observe other informal form of salutation. All correspondence intended for the CID shall be addressed to the Addl. Director General of Police CID.

863. The CID consists of — (1) the Investigation Teams of conventional crimes including murder, robbery, thefts etc.; (2) the SCRB which includes the Criminal Intelligence, crime analysis and research centre (PRC) and a coordination cell (3) Protection of Civil Rights Cell (SC/ST Cell); (4) Anti Dacoity Cell; (5) Finger Print Bureau; (6) Women Protection Cell (Dowry Deaths Investigation Special Cell); (7) Financial Crimes Cell; (8) Organised Crime Cell; (9) Anti-Drug Squads; (10) Terrorist Investigation Cell; (11) Counterfeit Currency, Forged Travel Documents Squad; (12) Regional Investigation Squads; (13) Police Sniffer Dog Squads; (14) Legal Branch (15) Civilian Expert Group and (16) Cyber Crime Cell.

G.O.Ms.No. 438 Home (Police D) Dept, dt: 5-10-1988.

864-1. CID will assist and support the district or city police either by taking up the entire investigation of a case, or by sending one or more of the specialist investigating officers or civilian experts to the Superintendent of Police or Commissioner of Police; by providing technical support, criminal intelligence and information, crime analysis and specific advice on investigation or coordination within the state and other states, securing investigative assistance from other states and countries. The Superintendents of Police and the Commissioners of Police will act in a similar manner and furnish all necessary information and assistance to the CID. Further, they are responsible to inform all occurrences of offences of specially grave nature (Order 55-2) and the apprehension of important gangs, criminals etc., promptly to CID and coordinate CID in the investigations.

2. There should be specific authorisation from Inspector or higher officers when SIs are deputed to investigate a case, but such an authorisation is not necessary for officers of the rank of Inspector and above. Only officers of rank of SIs and above should be utilised for investigation duties. All Investigating Officers and Investigating Assistants shall carry photo identification cards always with them.

3. The Crime Investigation Department in no way relieves the district/ city police of their responsibility for the prevention, investigation and detection of crime.

Furnishing Information - Responsibility of Districts, City and other Organisations

865-1. All criminal information as prescribed shall be gathered and recorded by all Police Units in the state and furnished to the SCRB in CID.

2. All departments of the State Government particularly Excise, Forest, Revenue, Social Welfare, Women and Child Welfare, Anti-corruption Bureau, all Vigilance and Security organisations, Prisons, Fire Services, A.P.Transco and others who are authorised to deal with offences under State and Central Acts, either cognizable or non-cognizable, should furnish the crime information to the SCRB in CID in the proforma prescribed by SCRB.

3. The Central Government departments and organisations including Railway Protection Force are to furnish criminal information relating to offences reported and dealt by them to National Crime Records Bureau, New Delhi. They should furnish copies of such reports, to the SCRB in CID. The SCRB need not include the information so furnished by Central agencies in the reports sent to NCRB.

4. The CID will assist all these organisations in their investigations in the State and furnish copies of the information and analysis reports if any.

Sharing of information and concerted action

5. A comprehensive view of crimes and criminals of all description, the links between various types of crime and violation of any law is necessary to tackle effectively the lawbreakers, particularly networked and organised crime syndicates. Sharing of information and coordination between all concerned agencies is therefore essential. The information indicated in paras 2, 3, 4 in this Order are intended to serve this purpose.

6. Some departments of the State Government and Central Government have law enforcement functions. The police have to function in close co-operation with these agencies in the matter of investigations of cases for which, they are, by law the main agency or have concurrent powers. Sharing of information without prejudice to investigations by each is necessary for a comprehensive and effective enforcement of all laws, to prevent, detect offences and bring offenders to justice, particularly in the area of organised mafia crimes, drug related offences, terrorism, bio-terrorism, economic offences, offences against environment, flora and fauna, crimes relating to antiquities, art pieces and cultural properties, counterfeiting currency and

many conventional crimes where it will be advantageous for the enforcement agencies to share relevant information with each other and act in furtherance of common objective of bringing offenders to justice even if each agency alone is competent to deal with them. While in specific cases the information sharing can be limited by, the need to know basis, in other cases the information shared should be with a view to identify offences, the offenders, their identity, the areas of their operation, the methods they employ and the disposal of proceeds of crime etc.

7. One to one meetings between Addl. DGP, CID or one of the concerned IGP, CID should be conducted periodically with other departments with a view to ensure sharing of information between the two and secondly to render mutual assistance in cases requiring such help. The agencies and departments include both state and central governments.

Class of crime to be investigated by the CID and procedure

866-1. The Crime Investigation Department, will ordinarily, deal with crimes of the following classes. Request for taking up of investigation by CID can be made by any Unit Officer, but without the orders of Addl. DGP CID or DGP no enquiry or investigation shall be taken up by CID.

A. Counterfeit currency and important thefts of currency notes.

B. Counterfeit coining when the counterfeits are struck from dies, and other cognate offences in respect of coining by dies.

C. Professional poisoning

D. Theft of Government arms and ammunition

E. Illicit manufacture, transport, sale, possession of firearms, ammunition, explosives and explosive substances

F. Important cases in which foreigners are concerned (including cases of international criminals and trafficking in women by foreigners).

G. Frauds by means of advertisements, bogus funds and companies / societies, impersonation of public servants, and swindling.

H. Specially important cases of murder, all important and inter-State dacoities, robbery and housebreaking.

I. Frauds, thefts or cheating of a peculiar nature affecting more than one district.

J. Stock market and Bank frauds

K. Important terrorist cases and cases of bio terrorism

L. Important defalcations of public money and theft of public property.

M. Smuggling of narcotics and psychotropic substances, drug trafficking and serious offences under NDPS Act.

N. Financial and Economic crimes i.e., money laundering, bank frauds, forgeries, misappropriations, cheating, breach of trust.

O. Organized crime (Mafia type) and gang cases

P. Important conspiracy cases whose ramifications extend to several districts.

Q. Organised offences relating to environment, flora and fauna

R. Trafficking in women, girls and children

S. Important cases of rape and dowry deaths

T. Pornography

U. Any serious crime, which appears to have a political motive, including all offences, connected with arms and explosives, which are suspected to be of a political nature.

V. Organised thefts of motor vehicles

W. Other cases of Inter-State or International nature requiring specialized investigation and co-ordination.

X. Organised cases of atrocities against Scheduled Castes or Scheduled Tribes and important communal or caste riots accompanied by murders and arson

Y. Cases of such a nature as, in the opinion of the DGP, the Addl DGP CID or district authorities, call for investigation by an officer of the CID.

Z. Cases of bringing fraudulent civil suits.

2. The decision of the Addl. DGP CID and DGP as to which case falling in the above categories should be or need not be taken up shall be final.

3. Government of Andhra Pradesh have declared the Office of the CID as a Police Station for the entire state of Andhra Pradesh under Section 2(s) of Cr.PC 1973 and directed that one of the Dy. Supdt. of Police (DSP) working in the said Office nominated for this purpose by the Head of the said office shall be the Station House Officer within the meaning of Section 2(s) Cr.PC 1973 for the said Police Station.

G.O. Ms. No. 438 Home (Police-D) Dept., dt. 5-10-1988.

4. Scientific experts trained in the examination of counterfeit currency and other security and valuable documents are stationed in APFSL for giving expert advice and evidence in respect of counterfeiting of currency and other valuable documents like stamps excise labels, postal covers and stamps etc. Experts in computer forensic are also available in APFSL for assisting in computer related crimes/frauds.

5. Whenever it is intended to launch a prosecution in a case in which apparatus or materials for counterfeiting coins or forged currency notes are seized, the FSL's expert opinion should be sought and obtained before the case is put up in court.

Radio/Fax reports to the CID in certain serious cases

6. If, in any case specified in Order 866 taken up for investigation by CID, the local police discover any concrete fact or information of importance, and the CID officer is not actually present at the time, such a fact should be promptly reported by fastest means to the CID and to the SP of the district.

Reports from SsP and CsP for CID Investigation

867-1. In all the cases detailed above where CID is to take up investigation fax/ radio messages should be sent to the Addl. DGP, CID under information to the Zonal Inspector-General/DIGP in three parts as shown below.

A. All relevant facts of the occurrence

B. Action already taken and ordered

C. Suggestions for further action as indicated by City/District Officers.

2. On receipt of the report, the Addl. DGP, CID, will decide whether the CID should investigate the case or not.

3. Weekly progress reports in Form 5 should be sent in all such cases investigated by the district police where CID has not taken up investigation to the Zonal IG/DIGP till they lay the charge sheets or the case is otherwise disposed off. A final report shall also be sent after the disposal of the case to Zonal IG/DIGP.

Classes of crime and information to be reported to NCRB

868-1. The information on crime and criminals may be communicated to NCRB in the format prescribed by them. For every prescribed return to be sent by the CID (SCRB) to NCRB, specific approval of DGP should be taken. Once

approval is accorded for sending a periodical return, there is no need to take further approval unless the Addl. DGP CID feels that it is necessary.

2-A. Whenever a foreigner is convicted of an offence of the type in which finger prints would ordinarily be taken for record under the rules, the finger prints and photographs of the convict as well as the details of the offence described in words (and not merely referred to by their Indian Penal Code section numbers) should be sent to the State Intelligence Branch and CID for transmission to the IB, NCRB and Interpol, New Delhi. They will make arrangements to forward the information to the head of the police of the country of which the prisoner is a resident/citizen.

B. Before the release of such a prisoner, a report in the same manner as above should be sent to the above agencies furnishing information regarding the date, route, flight/boat, etc., on or by which the prisoner will be travelling, to enable transmission of the information to the country of the prisoner's origin.

C. In counterfeit coins and currency cases, in which a foreigner is convicted and there is reason to believe that the counterfeit coins or notes have been manufactured abroad, a report should be forwarded to the CID by the Unit Officer. In such cases the help of Interpol, New Delhi should be requisitioned for investigative assistance abroad if any.

D. If any foreign criminal is convicted in a counterfeit coin or currency case, which may arouse international interest, a similar report should be sent by the SP/CP to the CID and State Intelligence as well as NCRB, IB and Interpol, New Delhi.

Organisation of CID wings / Regional Offices

869-1. The investigating wings of CID each headed by either an Inspector or a DSP are located in various districts with the area of their jurisdiction determined by Addl. DGP CID. These squads are intended to take up cases which are ordered to be investigated by the CID in that area and also to maintain general liaison with the local police and state intelligence branch units. The cases to be investigated by the regional squads are of all types, which can be locally handled. The collection of criminal intelligence is one of the important duties of the squad. Preliminary enquiries and verification of investigation are also entrusted to these squads. They shall send case diaries and such other reports on cases to their immediate superior in CID.

2. Each regional office is provided with vehicles and necessary communication equipment as well as secretarial assistance. A personal computer with a printer, fax and a photocopier are also provided to the regional offices. The officer in charge of the regional officer should be provided with a permanent advance of Rs.10,000/- and necessary bus/railway warrants. In urgent cases he is permitted to hire more vehicles after obtaining orders from the Superintendent of Police Admin in CID or the concerned.

Officers of the CID - relations with District/City Police

870-1. The cases in which the services of an officer of the CID are requisitioned or whenever an officer is deputed to conduct an investigation / enquiry of any kind, the officer deputed should take with him an authorisation addressed to the SP / CP indicating the purpose of his deputation. The authorisation can be sent by fax/radio message in advance.

2. If the SP is on tour, the officer deputed should hand over the authorisation to the Addl. SP or his immediate subordinate at the District Police Headquarters and should soon thereafter call on the SP if the enquiry is likely to be spread over a longer period.

3. In the absence of special orders from the Addl. DGP, CID, to the contrary, if the case or enquiry exclusively concerns only one district, the officer concerned shall work under the supervision of SP or DCP concerned who will then be responsible for the enquiry. In such cases, copies of case diaries should be submitted to the SP concerned.

4. If, however, the enquiry extends over more than one district, the case diaries need be submitted only to the CID, but the officer should keep the SsP or if authorized by them, the Addl. SP of the district, in which he is working, fully informed of the investigation, consult them, take their instructions on matters relating to their jurisdiction, and inform them the results of the enquiry.

5. The SP, Addl. SP and SDPOs of L&O Police or Crime Investigation or Traffic, or Railway should give the Officers of the CID every facility, support and help, for conducting investigation in their jurisdictions and should share all information and make available for their assistance the Officers or staff with local knowledge. The CID staff should not think that, once they take up a case, the L&O Police or Detective Police Station have nothing to do with it. Officers of the CID should realise that the CID is to assist the district police by taking up investigation in cases where local police may not have the time, wherewithal to pursue clues to a successful end. Investigating

CID officers should meet the concerned SP, SDPO as often as necessary and take the needed help from the L&O police or Investigation Branch of the District or City.

Crime Investigation Department - Gazetted Officers Reports

6. Officers of the CID of and above the rank of Inspector should send copies of the reports of investigation to the SP/CP concerned, and communicate to these officers information of matters of interest or importance which comes to their notice pertaining to crime and criminals of the district.

Case diaries and other CID records

871. Case diaries of CID officers are subject to the same rules as those of the district police. All other records of the branch are confidential. The officers of the CID have the same authority to inspect records as the district police.

Criminal Intelligence Section

872-1. Criminal information and intelligence is vital for controlling and detection of crime. The nature of information to be gathered, the records and files in which it has to be stored, whether in a computerised or a manual system are dealt in Chapters relating to functioning of the police stations and the district crime records bureau. As the main investigating agency of the state and responsible for SCRB, the CID has an important and necessary responsibility in this respect. The criminal information and data is available from various sources like criminal records, periodical and special reports received on crime and criminals, interrogation reports, intelligence gathered from sources, surveillance, open information from the media and the official statistics. The specific items on which information has to be gathered and the priorities should be determined from time to time. New patterns of crime require suitable methods of prevention and detection.

Once information or intelligence is gathered on standard items as well as on special priority items, its analytical assessment, evaluation, collation, integration, interpretation and dissemination has to be undertaken. Only then the purpose of collecting the data will be of any use. This function has to be performed in the CID by the SCRB and its special units. The state crime records bureau, the district crime records bureau and all detective police stations are expected to undertake this function within their respective spheres. The analysis and generation of the required output in the desired

format by use of appropriate computer system on the priority as well as standard subjects has to be planned and implemented.

2. The general items on which information to be gathered are given below.

   A. Serious crime of all categories including series of crimes of same nature or outbreak of crime of a particular nature in a geographical area; terrorist crime; important crimes against women, children, Scheduled Castes and Tribes; crime relating to environment and financial offences.

   B. Property stolen, lost, or detained as suspicious especially automobiles, Fire Arms, Explosives, works of Art, Antiquities, art treasures;

   C. Persons wanted by the police or persons arrested by the police, who are suspected of being professional inter-district criminals/Inter State/ International Criminals. This should be done in the prescribed form;

   D. Foreigners involved in offences, suspicious characters and strangers;

   E. Criminal gangs;

   F. Organized Crime Syndicates;

   G. Specific information about wanted offenders, suspects;

   H. Missing persons and un-identified dead bodies;

3. The information to be gathered on the targeted subjects or persons is secured by prescribed periodical reports from the district crime bureau, the crime-criminal information system which is entered in computers, reports from the district/city officers on certain types of crimes and criminal activity, source intelligence or other information secured by at the police stations and the district levels.

4. The CID for its part should organise its own intelligence gathering mechanism through the various squads that work on specific cases or areas. The data relating to the specialisation of various officers in the department from police station to the state level and available in the Units has to be classified and kept for use when required. This information particularly relating to various skills of officers should be fed into the computer system and be available in the CID. The sources recruited and the handlers of the sources in the CID should follow the same method as prescribed for the police stations in the districts. The register of informants with necessary precautions regarding secrecy and security will be maintained by the Head of the CID and the utility of each informant determined from time to time. It is important that the analysis of crime based on various parameters and generating the required

statements, graphs, charts, statistics and specific guidelines for detection is done by the special group in the SCRB as prescribed in Orders 880 to 884.

Criminal Intelligence Gazette

873-1. Information on the lines indicated in 872-2 should be published in the Criminal Intelligence Gazette. Matter intended for publication should be sent by all Unit Officers or Investigating Officers of CID through their superiors, carefully drafted and written or typed on one side of the paper only. Attention must be paid to the proper spelling of names.

2. Advertisements regarding the missing of persons when foul play is not suspected, the loss of currency or promissory notes or other property when they are not the subjects of a criminal case, which are sent to the Criminal Intelligence Gazette, and published in the interests of private persons, shall be charged for in advance. If the persons are white ration cardholders charge shall not be levied. In forwarding such notices for publication, the Unit Officers, particularly the CCRB and DCRB shall report whether the person advertising has paid the cost in advance.

3. Notices regarding loss and recovery of arms and ammunition, explosives, motor vehicles, travel documents shall be published free of cost.

4. The following scales of charges are laid down for advertisement in the Criminal Intelligence Gazette — First insertion Rs.10 per line; Second insertion Rs.7.50 per line, and Third and subsequent insertions Rs. 5 per line.

5. The CIG must be published promptly and should reach all the concerned unit officers in the department by 15th and 31st of every month. The gazette should be despatched directly to all the recipients in the state within time, if it has to be of any value. The unit officers will in turn send copies of the CIG to all SIs / CIs and SDPOs within 2 days of its receipt.

Language Extracts from the Criminal Gazette

6. The Criminal Intelligence Gazette will be issued in English and Telugu only. The English copies will be sent to all States and National agencies authorised to receive and Telugu copies for circulation in the State. When any Unit Officer considers that any information contained in it should be circulated in Telugu or Urdu, he can do so by publishing it in the District Crime and Occurrence Sheet. Any information of a confidential or sensitive nature, should not be so disseminated, but be communicated to the concerned officers only.

Criminal Intelligence Gazette — Distribution

7. The Criminal Intelligence Gazette will be supplied to all Superintendents of Police bordering the State of Andhra Pradesh including Superintendents of Railway Police of the neighbouring states, the Commissioners of Police of all cities in India, all the Directors General of Police of states and all the heads of the CID of all the states, the NCRB, National Narcotics Control Bureau, CBI and the Intelligence Bureau, New Delhi.

Instructions for Reporting Information

874. The following instructions for reporting information in the prescribed format should be complied with:

1. **Serious crimes**:— These will include cases in which special reports have been prescribed in Order 866 and any other cases possessing special and instructive features, which should be made generally known to police officers all over.

2. **Property**:— List of stolen or lost properties should be confined to articles capable of identification, numbered items and rare and highly valuable articles. Arms and ammunition, explosives, automobiles should also be mentioned. The numbered items are those, which carry a number or make or such other letters or figures or specific markings.

3. **Wanted persons**:— Descriptive rolls, for persons wanted should be sent for publication only when there is good reason to believe that the individual will travel beyond the districts to which the District Crime and Occurrence Sheet is circulated.

Release Notice of Dangerous Criminals

875-1. The CID should publish a release notice of all dangerous criminals shortly before their release from the jails. This is intended to alert the concerned police authorities.

2. The release notice will contain description and a concise history of the criminal with a photograph.

3. These notices will be published for the following classes of criminals. (A) members of gangs, particularly dacoit, organized crime syndicates who move over large areas or through different States, (B) any particular criminal who is likely to commit crime over a large area.

4. The notices will be printed on separate sheets and sent along with the CIG;

5. All police officers, who receive the CIG, should place, in a separate file for reference, the release notices of criminals who are likely to operate within their jurisdiction and brief the personnel in the weekly classes.

Report of Conviction of Criminals whose Release Notice is to be Published by SP

876. The DCRB or CCRB after approval of SP/CP should report to the CID directly the conviction of any criminal included in the preceding order or of any other criminal whose release notice, he considers, should be published. The report should contain (a) full personal description and colour photograph, (b) a brief history of the individual detailing his criminal career and criminal propensities, whether member of a gang or not, and (c) the probable date of release and the jail in which confined.

Surveillance over certain History sheeted criminals by CID

877. One of the important duties of the CID is to keep a watch or arrange to keep a watch over the movements of the notorious, dangerous and professional criminals, and members of organised crime and syndicates and disseminate the information to concerned DCRB after it is fed into SCRB records. This will be of great help to districts and must, therefore, receive close attention. Similarly the SP shall arrange collection of such information, collate it and communicate to (SCRB) CID. The CID shall organise the system of collecting intelligence and information through District/city Units and through their own sources so that accurate and up-to-date information is available, to be acted upon to prevent crime and apprehend dangerous criminals in time. A detailed scheme for this should be prepared in the CID and implemented, which should include specially trained surveillance teams and properly organised intelligence gathering.

878-1. The duties and functions of the gazetted and non-gazetted officers of CID are similar to the corresponding ranks detailed in Chapter 3 and 5 in so far as their work in CID is concerned. The weekly diaries and monthly reports as contemplated in the above Chapters should be submitted to their superior officers regularly.

2. The pay, allowances and other establishment matters in respect of all CID personnel shall be done in headquarters i.e., in the office of Addl. DGP, CID. The service books and all other personnel matters and the office establishment shall be managed in the same manner as done in the office of Head of the Department.

3. Since CID is declared as a police station for the whole State, the Addl DGP, CID should earmark one DSP as the SHO, who shall be responsible for the running of the CID Control Room, maintenance of General diary and all other necessary records prescribed for a police station and control room.

Finger Print Bureau

879. The Finger Print Bureau of the State shall function under a Director, who reports to IGP SCRB. Instructions regarding finger print work and the working of the Bureau are given in the Chapter 41 of this Manual.

State Crime Records Bureau (SCRB) :

880-1. The State Crime Records Bureau is an integral part of State Crime Investigation Department. Its primary role is collection, storage and retrieval and dissemination of all information relating to crimes and criminals, to analyse and formulate conclusions on crime trends, *modus operandi*, areas of operation so as to help in the prevention and detention of all types of crime. Specific clues and information in cases on the basis of recorded information, analysis and intelligence available is a part of its vital pro-active role in the entire crime investigation system of the state. The functions and responsibilities of the Bureau are as detailed below:

A. Building, updating, maintenance and usage of computerised crime-criminal information system in the state. The format and guidelines of NCRB should generally be used. The circumstances, requirements and the day-to-day needs of the state police and investigating units should be the main objective.

B. Maintenance of all other criminal records and files using computerised system.

C. Assist and guide City and District Crime Records Bureau in similar functions.

D. Issue guidelines and devise training modules for recording, maintenance and use of computerised system including communication of data to Detective Police Stations.

E. Conduct studies and crime analysis to provide investigative leads to CID and other Investigating Officers in the State.

F. Record, store and analyse all crime information and intelligence and disseminate in appropriate format to the state police units and other users.

G. Generating and sending periodical reports to NCRB as required by them.

H. To undertake research studies, crime analysis on relevant crime issues and emerging patterns of crime with a view to provide useful leads to Investigating Officers and police officers in prevention and detection of crime. The Research Centre and Crime Analysis Group are to be organised on these lines.

I. Assist Addl. DGP, CID in the coordination of investigation within the state and outside and with Interpol, New Delhi.

J. Supervision of FPB, and liaison with national agencies.

K. Any other related functions that may be entrusted from time to time.

Organisation :

881. The SCRB is headed by one of the IsGP of CID. The Bureau has (1) Criminal Records Wing; (2) Criminal Intelligence Wing, (3) Research Centre; (4) Crime Analysis Unit; (5) Coordination Wing; (6) Technical Wing and (7) Civilian Experts Group. The IGP, CID (SCRB) is assisted by police officers of rank of DIGP, SP, DSP, Inspector, SI and HC apart from civilian staff of various levels.

Records to be maintained in SCRB :

882-1. Dossiers for active professional and dangerous criminals who are addicted to the commission of dacoities, robberies, burglaries, those who operate or have the potential to operate in more than one district or state, professional poisoners, kidnappers, cheats and members and leaders of organised criminal gangs. The dossiers shall be updated on the basis of information furnished by the Detective and L&O Police Stations, and intelligence gathered from various sources or agencies. The information in Finger Print Bureau is also a valuable input.

2. Indices for the criminals mentioned above in the following manner:

a) name (alphabetical) index

b) *modus operandi* index

c) sphere of operations index and

d) physical peculiarity and criminal characteristics index

e) All indices are to be kept updated using the flow of information from the DCRB, Police Station, other sources and the FPB.

3. Criminal organisation files in respect of organisations of inter-district nature, particularly the organised crime gangs, syndicates, financial companies that indulge in offences of cheating, forgery and misappropriation, habitual criminals or groups committing crimes against Scheduled Castes and Scheduled Tribes, women and children.

4. General subjects files dealing with the conventional and emerging forms of crimes.

5. Photo and videograph albums; Identity Kits, and an index of photographs and videographs.

6. Indices and reports regarding missing kidnapped and abducted persons and unidentified dead bodies.

7. Index of persons both male and female who are not available at their known addresses and suspected to have gone astray i.e., victim of organised trafficking in women, or drawn into life of crime or terrorism.

8. The crime-criminal information system; the information is to be stored in a computer system following the NCRB format.

Research Centre (SCRB) :

883-1. The Centre will collect the required data from the SCRB's system and also obtain detailed reports, case files etc. from any officer of the state police on the required subject of study. The functions of the Research Centre and Crime Analysis Unit are as follows:

A. Undertake case studies of important forms of crime and specific cases and bring out such aspects as legal problems, lapses and handicaps in investigation if any, the areas affected, social, psychological factors, specific strategy to be followed for handling, prevention and detection of cases.

B. Provide clear investigative leads and advice in specific cases.

C. Study important judgments of trial courts and higher courts in cases investigated by state police and suggest specific guidelines for improvement of investigation and prosecution.

D. Comparative studies of crime area-wise and crime-wise.

E. Conduct studies on involvement of community and community policing as a preventive and detective strategy.

F. Identify training needs of investigating officers and assistants and prepare handouts, brochures in intelligible language for distribution and prepare course content for recommendation to training branch.

G. Identification of crime trends.

H. Prepare guidelines and check points for each type of case for guidance of Investigating Officers.

I. Subscribe and maintaining all police journals published in India, literature on crime prevention and detection publications of NCRB, ICPO, journals from other countries and build an up-to-date library on crime investigation.

J. Prepare visual presentations on different case studies for use in the field.

K. The research Centre should be headed by an officer of the rank of Addl. SP or DSP who has requisite faculty to direct its activities.

2. Reports will be received by the Centre from districts by radio or fax about the absence or movements of criminals or criminal gangs and the occurrence of important crimes, together with the details of the *modus operandi* employed in the commission of each crime. The Centre will, on receipt of such information, make an analysis of important crime with the help of the Crime Analysis Group and also making use of information available in the SCRB. Any clue so obtained on the result of the analysis should be communicated to the concerned Investigating Officer. A critical study of the District and City Crime and Occurrence Sheets and Monthly Crime Reviews and other periodical reports generated by SCRB/NCRB help to know the general trend of crime. It will function as a nerve centre for all the Investigating Officers in the State.

Crime Analysis Unit :

884. The crime analysis unit is a part of research centre and shall function with a view to conduct a systematic and scientific analysis of crime and criminals and formulate advice to the Investigating Officers. The crime analysis unit should adhere to the following guidelines.

1. The object of crime analysis is to identify the connection between crimes, criminals and associations, the relationship between crime and other factors such as the scene of occurrence, communications and many other variable factors. It introduces a structured method such as assessment of the scale

and nature of high rate of crime like dacoities, robberies, burglaries etc. and the activities of organised gangs including mafia type, or the identification of a lone serial killer. The crime analysis is fully dependent on the intelligence and information available and hence the different data collected and stored and the information gathered should be utilised properly for crime analysis.

2. The crime analysis can be done in two ways; one is to meet the immediate requirements of a particular case or a situation and another is a long-term analysis to enable preventive intervention. Both analysis should take into consideration, the crime, the criminal, the crime patterns, comparative case analysis including series of crimes, and the methods of controlling crime. The crime pattern analysis relate to the types of crime that occurs in a particular area and the timing. A comparative case analysis relates to identifying connection between similar incidents and to know if it is by the same offender or different offender of a group.

3. The analysis in respect of criminals should include the previous history of the offender if known, their profile as indicated by witnesses or other information, the *modus operandi*, the timing, the dress and other peculiar features.

4. Crime control methods emerge from an analysis based on file research, statistics, structured reports, interviews etc.

5. The personnel of the Research Centre should be a mix of civilian and police officers. The civilians should include social scientists particularly those from disciplines of sociology, psychology, history who can introduce research methods. The information technology and particularly the computers technology is an essential ingredient of research and crime analysis. Appropriate software applications should be chosen. The research and analysis group will be the nodal agency for similar exercises eventually in districts and cities.

6. A complete manual dealing with the work, functions and methods of the SCRB including the police research centre and the crime analysis group should be drawn up taking into consideration the NCRB's guidelines and also the research and experience conducted on the use of criminal information system made available by the ICPO (International Criminal Police Organization).

CHAPTER 45

AP State Forensic Science Laboratory

885-1. The A. P. Forensic Science Laboratory which is an ISO 9002 Certified Laboratory, is primarily intended to see that all possible help that modern science can render in crime detection is made available to investigating officers. A separate chapter Scientific Aids to investigation may be seen at chapter 31 of investigation Manual APPM Volume II "A". The Laboratory thus renders scientific analytical services to the police in the matters of investigation; besides tendering expert scientific opinion to prosecution and judiciary during prosecution and trial of criminal offences, respectively. The Laboratory, equipped with modern sophisticated instruments and tools, is headed by a Director, who is assisted by technical / scientific experts of various ranks, in the examination of different types of physical evidences in specialised sections of APFSL and Regional FSLs located at Zonal / Range HQs. There are crime scene processing teams called Mobile Scientific Investigation Units (CLUES Team) at all District / City HQs., under the operational and functional control of the concerned unit officers, to scientifically process the physical evidence and initiate crime scene investigations by scientific means. The Director FSL works under the direct supervision of the ADGP CID (Rc.No. 188/Plg-3/2015 of DGP AP dt. 24.11.2015).

2. The various analytical activities that are carried out in the 13 sections of the main FSL (only 4 sections in RFSLs) or grouped in four divisions viz., Biology Division, Chemistry Division, General Division and Physics Division. The functions of the sections, division wise, are as follows :

A. Biology Division

(1). **Biology Section** deals with examination of Hair and Fibres for their origin, individualization and comparison; diatoms to confirm drowning by death; Insects, flies and maggots for ascertaining time and place of death and other biological materials of plant origin for determining the origin and species etc.

(2). **Bio-Medical section** deals with superimposition of skull with photograph of the deceased for identification of unknown persons and also examines skeletal remains to determine origin and sex etc.

(3). **DNA Fingerprinting section** examines blood, blood stains, seminal swabs, skeletal remains, hair and saliva etc., to identify and individualize persons and also materials of animal and plant origin for identification of species.

(4). **Serology section** undertakes examination of blood, semen, saliva and other body fluids on clothes and other surfaces to ascertain origin and group of blood.

B. **Chemistry Division**

(1). **Chemistry section** deals with examination of remnants of explosives to ascertain the nature of explosives; petrol, diesel etc. to detect adulteration and its extent and other chemical products for qualitative and quantitative analysis.

(2). **Narcotics section** deals with analysis of suspected powders, liquids and unknown substances for identification of narcotic substances which come under the purview of NDPS Act; toddy / liquor to establish adulteration and its quantity and to detect poisonous substances and its quantity in adulterated toddy / liquor.

(3). **Toxicology section** deals with analysis of viscera and body fluids to determine the nature, composition and quantity of poisons, and bone ash, vomit and exhumed material and any other substances and objects like needles and syringes, powders etc., for detection and estimation of poisonous substances.

C. **General Division**

(1). **Computer Forensics** section deals with examination of computers and its components to restore erased information and also to ascertain the authenticity of software and other computer products, and deals with examination of cases of computer crimes enlisted in Information Technology Act, 2000/2008.

(2). **Documents section** undertakes examination of various kinds of questioned documents to ascertain whether they are genuine or forged, by analysis of signatures, initials, handwriting and also to establish authorship of writings and signatures. The section also establishes the nature of tampering in documents viz., alterations, erasures and obliteration. Type writing is also examined for identification of typewriter.

(3). **Polygraph section** examines subjects viz., suspects, witnesses and complainants to ascertain whether the statements given by them are true or false in order to establish or eliminate the involvement of accused in criminal offences. Polygraph or Lie – Detector instrument is used for this purpose. (consent of the person who is subjected to poly graph test is necessary).

D. **Physics Division**

(1) **Ballistics section** deals with examination of firearms, cartridges, cartridge cases, bullets and other discharged firearm materials and affected surfaces to ascertain the nature of firearm, caliber and also to establish the range, direction of firing, number of shots in cases of shooting by firearms and conducts examination of cases under Arms Act.

(2) **Physics section** undertakes examination of counterfeit coins, currency, erased numbers in stolen vehicles for restoration, glass, paint chips etc. in hit and run accident cases and of spurious articles to establish infringement of Trade Mark Act. The section also under takes voice analysis to link suspects to crime.

(3) **Forensic Engineering section** undertakes examination of building materials such as bricks, cement, mortar, steel etc. for their strength and specifications, and also mechanical, electrical and electronic products for their authenticity.

(4) The detailed examinations carried out by the above sections of APFSL/RFSLs and functions of CLUES Team as well as detailed procedures and instructions for utilization of services rendered by FSL/RFSLs are given in Chapter 31 of this Manual. The rules made by the Government regulating application and payment for the services of the Director, FSL are given in Annexure XI.

(5) Preventive Forensics is being planned to prevent adulteration of foods, seeds, edible oils etc., and quality check during construction of bridges, Government buildings etc.

CHAPTER - 46

Police Communications Organization

General Functions and Control of the Organization

886. The Andhra Pradesh Police Communications Organization, headed by the Director Police Communications (DPC), who is an officer of the rank of IGP(Non-Cadre), is part of the State police and serves the communication needs and thereby provides a vital logistic support in all Police functions. The communication facilities provided are meant for exchange of information related to Law & Order, Prevention and Detection of Crime, Intelligence, Public order and VVIP security. The communication networks are also used for the clearance of messages of other departments in times of emergencies subject to the approval of the Government of India. There are five modes of communications, which are under operation throughout the State, as enumerated below.

High Frequency Radio Communication Network- VOICE communication (Radio Telephony)

1. The HF communication on voice is provided from State Hqrs., to the district Hqrs., all District Special Branches, APSP Battalion Hqrs., are directly linked to DGP Command Control at state Hqrs, Relief Control in AP Secretariat. To ensure radio communication security encryption is used. Mobile HF stations will be installed as and when required in the locations during the cyclone prone coastal district headquarters to meet emergency communication needs of the SP of the district during cyclones.

2. VHF/UHF Radio Telephony Network on Voice

Each district and Commissionerate cities are provided with their own captive VHF/UHF communication networks for communication within their district/ city. All the L&O, Traffic, Coastal Security Police Station, Railway Police Stations and all Investigating Units/CCS in the state are provided with static VHF stations. Mobile and hand held VHF sets are also provided to the officers of the rank of inspector and above. In addition to the intra-district communication, inter-district communication between bordering districts as well as States is provided for quick exchange of intelligence / information related to various police matters and to ensure co-ordination in all aspects.

3. **Data Communication:** All the Police stations, Circle offices, Sub-Divisional offices, DPOs, Crime Police stations, Traffic Police Stations, DCRBs, Police Communication centers, SsRP, GRP stations and almost all Police establishments are connected through APSWAN or BSNL Broad Band or VPN Broad band to PCS&S data center for passing data messages through AP Police Messaging System. All Police Communication Centers are inter linked through respective DCC to state Hqrs Master control.

4. **EPABX:-** One EPABX (Electronic Private Automatic Branch Exchange) is installed at state Hqrs. to provide Telephone connection to all senior officers at state Hqrs. 60 party teleconference system is installed in the DGP Command Control system for the Teleconferencing of DGP.

5. **VIDEO CONFERENCE:-** Video conference system is installed in the DGP Office Mini Conference Hall from where the DGP can conduct Video conference with all the District SsP, CsP of Vijayawada,Vishakhaptnam. Range DIsGP and Regional IsGP.

887-1. The Police Communications Organization functions under the Director, Police Communications Andhra Pradesh, who reports to Addl. DGP (Technical Services). DPC is assisted by Addl. Director, Police communications (DIGP rank, non-cadre), three SsP (C) and 8 DSsP (C). Its technical staff consists of Inspector of Police (Communications), SI(C), ASI(C), HC Operators, PC Operators. This organization is a statewide unit and not a Zonal unit in terms of the Presidential Order, 1975 under Article 371 D of the Constitution of India.

2. The Director, Police Communications (DPC) has jurisdiction throughout the State. The Addl. DPC assists him. The SP (C) is in charge of one of the three regions of the State. The DSsP(C) is in charge of Zones consisting of two or three districts. If at State headquarters, he is in charge of one or two sections.

Inspector (C) is in charge of district communications and if at headquarters he will be in charge of a section. The SI, ASI, HC (Communications), PC (Communications) are posted to various districts and sections at headquarters depending on scale to each District/section. The territorial jurisdiction of the SsP(C) and DSsP (C) shall be as indicated in the table below: All SsP(C) will be stationed at respective Regional Hqrs.

	SP Communications	DSP Communications	Functional unit	Territorial jurisdiction
Addl. Dir. Police Communications Andhra Pradesh		1) DSP Commns Installation	Installation	MMC R&D Section
		2) DSP Commns Installation	Technical Stores	Technical Stores Quarter Master M.T. Section
		3) DSP Commns Hqrs. Section	Hqrs. Section	Master Control Hqrs. Section Crypto Section Dial 100
		4) DSP Commns Training	Training Section	Training Section
	Supdt. of Police Communications HQRS (Under Proposal)	1) DSPC City - 1 2) DSPC City - 2 (Under Proposal)	All Capital City Zones & Hqrs Section	Entire capital city area
	Supdt. of Police Communications Tirupathi region	1) DSP Commns TPT Zone Tirupathi	Tirupathi Zone	Kadapa Dist Ananthapuramu Dist Chittoor Dist. Tirupati (U) Dist Kurnool Dist.
		2) DSP Commns GTR Zone Guntur	Guntur Zone	Guntur (U)Dist. Guntur (R) Dist Nellore Dist. Prakasam Dist.
	Supdt. of Police Communications Vijayawada region	1) DSP Commns VZA Zone Vijayawada	Vijayawada Zone	Vijayawada (u) Krishna Dist W/Godavari Dist. E/Godavari dist.
		2) DSP Commns VSP Zone Visakhapatnam	Visakhapatnam Zone	Visakhapatnam (U) Visakhapatnam (R) Dist., Vizianagaram & Srikakulam Dist.

4. The Administration of Office of AP Police Communications Organization is headed by one Administrative Officer assisted by the Office Superintendents, Senior / Junior Assistants, Typists, Record Assistants and Office Subordinates as per the scale laid down. The office functions on the pattern of a District Police Office.

Recruitment, Promotions and Service Conditions

888. The AP Police (Communications) service rules are applicable to the Gazetted Officers of the Police Communications (G.O.Ms.No.319 Home (Pol-G) Dept. dt: 16-10-1995).

Organization. The AP Police Sub-ordinate service rules and the special rules for promotion are applicable to the Non-Gazetted executive personnel of the Police Communications Organization. The Gazetted and non Gazetted posts in the communication wing are as follows. (G.O.Ms.No.14 Home (Pol – G) Dept., dated 20-01-1995).

1. Gazetted

A. Director, Police Communications (IGP rank, non-Cadre)
B. Addl. Director, Police Communications (DIG rank, non-Cadre)
C. Superintendent of Police (Communications)
D. DSP (Communications)
E. Inspector of Police (Communications)

2. Non-Gazetted

A. Sub-Inspector of Police Communications (Men & Women)
B. Sub-Inspector of Police Communications (Crypto)
C. Assistant Sub-Inspector of Police Communications (Men & Women)
D. Head Constable Communications(Men & Women)
E. Police Constables Communications (Men & Women)

As per G.O.Ms.No.4 Home (Police-G) Department, dated : 08-01-2010, the Government merged the following categories of posts into respective common categories of the concerned category of posts.

(a) The posts of Police Constables (Fitter / Electricians) into Police Constables (Communications)

(b) The posts of Head Constables (Blacksmiths), Head Constables(Carpenter), Head Constable (Fitter/Electricians) and Head Constables (Painter) into Head Constables (Communications)

(c) The posts of Sub-Inspectors (Crypto) and Sub-Inspectors (Draughtsman) into Sub-Inspectors(Communications).

Disciplinary Rules

3. The AP CCA rules are applicable as in the case of the non-Gazetted Officers of the police department in the State to Police Communications Organization.

Powers, Duties and Responsibilities of Director, Police Communications (DPC) :-
(GO Ms No. 217 Home (Police-E) Dept., Dt 14.7.95.)

889-1. The DPC shall be the Unit Head of the Police Communications Organization and all correspondence shall be made under his designation. The DPC may allocate any sections at capital city to the officers in addition to the work assigned to them as per the table shown in the Order 887-3 above.

The Powers and Responsibilities of the Director, Police Communications, shall be as follows:

A. He exercises the same powers as that of Inspector General of Police, APSP.

B. He exercises general superintendence over the work of all Officers in the Police Communications Organization.

C. He is the appointing authority of the directly recruited SIs of Police (Communications) (Men & Women)

D. He initiates the transfer proposals of Deputy Superintendents of Police (Communications)

E. He is competent to transfer Inspectors of Police (Communications & Crypto) and SIs of Police (Communications and Crypto)

F. He shall periodically visit offices of the Sub-ordinate officers and also Police Communication Centres in the State, and check up their functioning.

G. He submits monthly reports through Addl. DGP (Technical Services) to the Director General of Police, AP,

H. He will inspect minimum 4 DCCs in an year.

Procedure for the purchases of stores and financial powers for purchase

890-1. For the purpose of maintenance and replacement of communications equipment, the Officers mentioned below shall have the financial powers as indicated herein:

Director General of Police/ Addl. DGP (Technical Services)	Rs.1, 00,000
Director, Police Communications	Rs. 50,000
Addl. Director	Rs. 10,000

2. Addl.DGP Technical Services or any other Addl.DGP nominated by DGP shall be the Chairman of the Purchase Committee and the Director, Police Communications is the Vice-Chairman and Convener of the Stores Purchase

Committee with Additional Director, Police Communications, SP(C) in-charge of Stores, DSP(C) of Technical stores; Chief Accounts Officer of Chief Office, nominee from Commissioner of Industries as members. For any reason if the Chairman is not available, Vice-Chairman will chair the Stores purchase Committee. The Quorum for the Stores purchase Committee shall be the Chairman and four members. Since all items are technical in nature the opinion of the Director and Additional Director (Communications) regarding testing, and quality of items shall be given due weight and not be rejected by the Committee without recording reasons. The acceptance of items supplied as per procedure prescribed above and finalization of purchase of technical items under DGS & D (Director General of Supplies and Disposals) Rate contract and AP Technology Services (APTS) Rate contract shall be decided by the technical committee of Director Police Communication, Addl. Director, Police Communication and two technical members nominated by Director, Police Communication.

3-A. All purchases above Rs. 1,00,000/-shall be decided by the Purchase Committee headed by the Chairman viz. Addl. DGP (Technical Services).

B. All purchases above Rs.50, 000 and up to Rs. 1, 00,000/- shall be decided by the Purchase Committee chaired by the Vice- Chairman viz. DPC.

C. All purchases up to Rs.50, 000/- shall be decided by the Director, Police Communications.

D All purchases up to Rs.10, 000 shall be decided by the Addl. Director Police Communications.

Powers and Responsibilities of Additional Director, Police Communications :-

891. The Addl. Director, Police Communications shall have jurisdiction throughout the State, in addition to all the sections at headquarters including City. He shall also be in charge of the office establishment of Director Police Communications (DPC), AP,. His duties shall be as follows :

1. Exercise financial and disciplinary powers of a DIG of Police, as enumerated in the Financial code and CCA rules.

2. General superintendence over the work of all Subordinate Officers in the Police Communications Organization for efficient management and up-keep of radio equipment and maintenance of communication networks in the State.

3. Preparation of the promotion panel of SIs (Communications) Men and Women fit to act as Inspector of Police (Communications) following the procedure laid down in G.O. Ms. No. 14 Home (Police-G) Department, Dated 20.1.95.

4. Preparation of the promotional panel of ASIs (Communications) fit to act as SIs (Communications) as per the procedure laid down in G.O Ms. No. 14 Home (Police-G) Department Dated 20.1.95.

5. Transfer of Officers of the Rank of ASI Police Communications and transfer of all the Ministerial staff.

6. Condemnation of Radio equipment, Generators and other major items as per powers delegated in AP Financial Code volume I & II.

7. Conducting of Auctions of Condemned articles as per powers delegated.

8. Maintain original personal files of Inspectors of Police (Communications)

9. Maintain Original Personal files of all Ministerial staff of the Head Office.

10. Sanction Rewards

11. Inspect/visit the offices of the SP(C), Offices of the Zonal DSP(C) once in a year, and workshop of Inspectors of Police (Communications) and all District Headquarters PCCs once in 3 years by rotation.

12. Inspect/visit rest of the Police Communication Centre(PCCs) stations in the state once in 5 years.

13. Submit monthly reports to the DGP, through the DPC and Addl. DG Technical services.

14. Attend to such other duties as may be assigned by the DPC and Addl. DG Technical Services.

Powers and responsibilities of SP (Communications):-

892-1 The SP(C) shall exercise all Administrative and Disciplinary powers in accordance with various rules in respect of his charge.

2. As head of the police communications within his jurisdiction he shall be responsible for supervision of work of the officers and staff, management and functioning of all Police Communication Centres (PCCs) and VHF, Repeater Stations, Workshops etc., within his jurisdiction. He is also responsible for ensuring efficient and technical management of the Radio

equipment and communication networks within his jurisdiction. He shall examine and ensure security of the installation and information handled by the units under his charge.

3. Preparation of promotion panel of HC(C) fit to act as ASI(C) following the procedure laid down in G.O. Ms. No. 14 Home (Police - G) Department, dated 20.1.95.

4. Preparation of promotion panel of PC(C) fit to act as HC(C) following the procedure laid down in G.O. referred above.

5. Transfer of HCs and PCs(C), within his jurisdiction. Additional Director, Police Communications, shall do transfer from the jurisdiction of one SP(C) to the jurisdiction of another SP(C).

6. Condemnation of the un-serviceable kit articles of the staff and un-serviceable Radio spares within his jurisdiction subject to monetary limits prescribed in Appendix - VII of the AP Financial code Volume - II.

7. Verification of the stores of Deputy Superintendents of Police Communications and carry out the test check of stores of Inspectors of Police Communications at the time of Inspection.

8. Maintenance of duplicate personal files of Inspectors of Police Communications and Original personal files of SIs of Police Communications and Crypto.

9. Sanction of rewards as per rules.

10. Sanction of EL., sick leave etc., to all ranks from police constable communications to SI (Communications) and Crypto except Inspectors of Police Communications and DSP(C) within his jurisdiction. Sanction of casual leave to the DSP(C) marking a copy to the Addl. Director, Police Communications and Director, Police Communications.

11. Allotment of Government quarters to the communications staff working at places other than Headquarters, Capital city

12. Verification of all the Service Rolls/Books under their charge.

13. Inspection of the Offices of the DSP (C) in his jurisdiction, inspection of the office and workshop of Inspectors of Police (Communications) once in a year, and all PCCs once in 2 years, and visit to all the VHF Repeater Stations under his jurisdiction by rotation once in 3 years. The inspection shall be programmed in such a manner that all districts in his jurisdiction are visited

during the year. Inspection notes in the proforma prescribed shall be submitted to the DPC through the Addl. DPC.

14. Send monthly itineration reports to the Director Police Communications through the Addl. DPC.

15. Organize and ensure efficient management of Communications system and coordination with local police during all important occasions like VVIP visits and other occasions like cyclones, floods, pushkarams etc.

16. Attend to such other duties assigned by the Addl. Director, Police Communications and Director, Police Communications from time to time.

Duties and responsibilities of DSP (Communications):-

893-1. Sanction CL. to Inspectors of Police (Communications) working under him.

2. Exercise the Disciplinary, Financial and other powers as enumerated in the Rules/Powers vested with the post of DSP.

3. Be responsible for the efficient administration, security of all establishments and information handled and efficient and smooth functioning of all Communication Networks, Repeater stations, Radio workshops and Head quarters sections under his charge. He shall also deal with the Communication irregularities of stations under his charge.

4. Be responsible for ensuring efficient maintenance of equipment in the PCCs and Head quarters section under his jurisdiction, he shall scrutinize the District job extracts and dispose them promptly.

5. Supervise over the work of Inspectors of Police (Communications) and other staff working in his jurisdiction.

6. Inspect all Police Communication Centres and connected Head quarters VHF stations, Repeater stations, Radio workshops and Offices of the Inspectors of Police (Communications) in his jurisdiction once in a year.

7. Visit as many VHF stations as possible in his jurisdiction during the Inspection tours.

8. Physically verify all Government Property and Stores transactions at various Police Communication Centres and Headquarters section under his jurisdiction during their Inspections.

9. Attend to Stores audit work as ordered by Director, Police Communications.

10. Maintain good liaison with the Local Police Officers and BSNL officials.

11. Submit monthly report to the Director, Police Communications through the concerned SP(C) and the Addl. Director, Police Communications.

12. Attend to such other duties as may be assigned by the SP(C), Addl. Director, Police Communications and Director Police Communications.

Duties of Inspector of Police (Communications):-

894-1. These categories, irrespective of the specialty to which he may belong have powers, duties and responsibilities that are common, besides specific duties indicated separately. The common functions, powers and responsibilities are as below:

A. He has the same disciplinary and financial powers in respect of their charge, which Inspectors of Police in Civil Police exercise.

B. Grant of Casual leave to all subordinates working in his charge.

C. He shall submit weekly diary of work done to the DSP concerned.

D. Be in charge and responsible for efficient management, secure and smooth functioning of all communications networks, equipments, stores all connected installations in his charge.

E. Supervision, guidance and corrective action on the work of the staff attached or working in his charge.

F. Keep the senior officers informed of all matters pertaining to communications, conduct, discipline and any irregularities, which come to notice along with corrective action taken through DSP (C).

G. Maintenance of all records and registers connected with his charge as prescribed and ensuring such maintenance by his sub-ordinates.

H. Responsible for Government property in his charge.

I. Periodical overhaul of equipment and maintenance of their History sheets.

J. Perform such other duties as may be ordered by his Superiors.

Inspector of Police (Communications) in charge of District/Cities shall be responsible for:-

2-A. The efficient administration and better functioning of communications networks and Crypto centres, Repeater stations and Radio Maintenance Centres in his jurisdiction.

B. To keep the DSP(C) concerned informed of his movements and that of the staff working under him and the functioning of all the Communication networks in his jurisdiction, including irregularities if any, and also disciplinary matters.

C. The efficient maintenance and proper up-keep of the equipment in his jurisdiction prompt submission of job extracts, supervision of repairs and maintenance of equipment by the technical staff.

D. Daily scrutiny of traffic records and logs while at head quarters including for days he was away from headquarters on his return.

E. Scrutiny of logs received every fortnight and initiate reports when necessary.

F. Hold weekly parade for the staff at the headquarters.

G. Allotment of residential quarters earmarked for communications by SP/CP.

H. Inspection of all PCCs in his jurisdiction once in a year and submission of inspection reports in prescribed proforma to DSP(C).

I. Implementation of instructions issued on the working of the police communication networks.

J. Liaison with the CPs/SsP.

Inspector of Police (Communications) (Technical Stores) shall

3-A. Be in charge of all classes of stores stocked in the Police Communication Department and ensure that all the stores is properly arranged and properly secured against loss, pilferage, damage or destruction by insects, or moths, maintain correct account of all items of stores and ensure that all transactions of stores are made according to rules and departmental orders and are duly entered in the appropriate ledgers.

B. Work out the annual requirement of technical spares, stationery and clothing items and takes further action.

C. Assist with the stores purchase section in the preparation of Tender, Tender schedules, cost comparative statements and also procurement of store items, clothing and stationary.

D. Scrutinize the periodical GP returns received from the Sub-Ordinate officers for further action.

E. Correspondence and follow up action on the audit reports of the DSsPC.

Inspector of Police (Communications) State HQs Marconi Maintenance Centre (MMC) shall

4-A. Be in charge of State Radio Maintenance centre, Battery charging section, carpentry, painting and black smith sections and responsible for close supervision over the work of technical staff in the State Radio Maintenance centre, battery charging section, Carpentry, Painting, Black smith sections.

B. Carrying out repairs to all the defective Radio and allied equipments received.

C. Monitoring the progress of the periodical overhaul of all communication equipment of various PCCs and keep SsPC informed for further action.

D. Maintaining of job register.

E. Testing and evaluation of all sample articles received and acceptance testing of all technical stores purchases, before they are taken to stock by the central technical stores.

F. The testing of all unserviceable equipment, spare parts etc., and their condemnation by the competent authority.

G. Assist SsPC in scrutiny of reports on Job extracts from Zonal DSsPC and follow up action on pending jobs.

Inspector of Police (Communications) (Master Communications Control) shall

5-A. Be in charge and responsible for the secure, efficient and smooth functioning of all Communication Networks at state Hqrs. Shall enforce strict security arrangements for this area.

B. Ensure that all the communication links are working on authorized frequencies and that there are no infringements of the frequencies and no breakdown of communications due to faulty equipment.

C. Ensure no breaches of security are committed in Radio Communications.

D. Ensure that there are no delays either in clearance or delivery of Radio Messages to the addressees.

E. Personally supervise the clearance of traffic over the communication networks during emergencies and visits of VVIPs to the state.

F. Ensure that all the communication network servers, connectivity are in good working condition.

G. Scrutinize the daily traffic and submit the scrutiny report to the SP(C) concerned through DSP(C) Hq.

The Inspector of Police (Communications) (Crypto) shall be responsible for

6-A. The efficient functioning of Crypto cell at State Head quarters and responsible for maintaining related correspondence with DCPW (Directorate of Co-ordination of Police Wireless) and with districts.

B. Proper functioning of all Crypto centres working in the State and inspect them once in a year as per DCPW, guidelines.

C. The collection of classified documents from DCPW, New Delhi and their distribution to all Crypto centres in the State.

D. The proper accounting of the classified documents by maintaining prescribed Registers.

E. The destruction of obsolete documents.

F. Imparting training to PCO personnel on various Cipher/PWCC systems.

G. Preparing the team for competing in the CRYPTOGRAPHY competition in All India Police Duty Meet.

H. Correspondence pertaining to Communication irregularities, breaches in Radio Communication security, infringements in the operation of wireless circuits, Radio licenses and other subjects pertaining to DCPW, DOT, WPC wing, Ministry of Communications Government of India and other Departments concerned.

The Inspector of Police (Communications) (Headquarters) shall be responsible for

7-A. The maintenance and up-keep of all Government buildings including residential quarters under the control of Police Communications Department. He will pursue with the concerned sections in Chief Office as well as A.P. Police Housing Corporation (APPHC) and ensure prompt and timely repairs.

B. Maintaining a Register of all the buildings including the residential quarters allotted to Police Communications Department in various locations at Capital city, which will include the inventory of Civil and Electrical fittings for each one and ensure their proper accounting while HO/TO.

C. Processing the applications for allotment of quarters to Police Communications Department staff posted to capital city by maintaining waiting lists for the

different types of quarters and take prompt action for allotment whenever any quarter falls vacant.

D. The PC assistant and Foot Messengers at Hqrs, including attached personnel and supervision of their day to day work.

The Inspector of Police (Communications) (Training) shall:-

8-A. Be in charge of the Police Communication Signal school and Library and responsible for the efficient training of men in the training school and exercise disciplinary and administrative control over the trainees under him.

B. Conduct weekly tests to the trainees and submit the results to the Addl. Director, Police Communications through proper channel.

C. Ensure boarding, lodging and sanitary arrangements of trainees.

D. Maintain personal sheets for each trainee and enter the weekly results in the sheet.

E. Assist in preparation of yearly programme for in service refresher courses and other familiarization courses for the technical as well as operating staff and preparation of list of relevant courses being conducted by other Departments/Organizations/Institutions like DCPW, ATI, etc., and prepare list of personnel eligible to undergo such courses.

F. Organize intensive training for the teams selected for participating in the State Police Duty meet and All India Police Duty Meet.

G. Arrange conduct of weekly parades and drills as per rules in force at State headquarters.

Inspector of Police (Communications) (Research and Development) shall be responsible for

9-A. Studying the circuitry of all communications and allied equipment available in the Police communication department, undertake appropriate changes / modifications in the circuitry, wherever needed to suit operational needs for better performance and maximum utility of various systems / equipments.

B. Keeping himself as well as the staff working under him abreast with the latest developments in the field of telecommunications and suggest adaptation of such techniques/technologies which are useful to the Organization/ Department for its efficient functioning.

C. Thorough testing of all new types of communication and Electronic test equipment offered by the suppliers for purchase to the Department and submits his evaluation report to the Director, Police Communications through concerned superior officers.

D. Suggesting replacements for the obsolete parts which are out of production and are not available in the market with the substitutes, readily available and also cost effective.

E. Planning the distribution of allotted Frequency spots (HF, VHF & UHF) for optimum utilization and operation without infringement or interference.

F. Planning and installation of VHF Repeater stations to achieve full coverage of VHF communication in the districts.

G. Suggesting methods to improve the functioning of Communication networks in the State.

H. Preparing schemes for large-scale communication arrangements during special occasions like Elections, visits of VVIPs to the state, large scale rallies and public meetings, Pushkarams and other important fairs and festivals in the State.

The Inspectors of Police (Communications) (City) shall be responsible for

10-A. Efficient, reliable and smooth functioning of Communication networks including the EPABXs, in their jurisdiction.

B. For the efficient functioning of Repeater stations functioning in their jurisdiction.

C. Maintenance of close liaison with the City Police administration and DOT authorities concerned.

D. Providing Communication facilities as ordered from time to time during special occasions like Elections, Visits of VVIPs to the City, serious Law & Order problems and other important fairs and Festivals in the city.

Duties and responsibilities of Non-Gazetted Officers in Communication wing:

895-1. The Sub-Inspectors of Police both Communications and Crypto and Assistant Sub-Inspector of Police (Communications) generally assist the Inspector of Police (Communications) concerned. In that capacity they shall be responsible for the work entrusted to them by Inspector of Police (Communications) inter-alia, the following duties shall be performed:

A. Attend to the repairs and maintenance of the equipment in the district/ section. In addition to this, Crypto trained SI (Communications) shall attend to Crypto work.

B. Attend to operating duties in the link and other related duties during emergencies.

C. Maintain security and upkeep of Government property and connected records.

D. Maintain prescribed records, Registers, Files and related correspondence.

E. Disbursement of cash, maintenance of cashbook and connected records.

F. Supervise functioning of communication channels, take immediate suitable action for restoration of communication during times of breakdown, if any.

G. Establishment of communication during emergencies, such as VVIP/ VIP visits, Elections, Special operations and Natural calamities etc.

H. Ensure discipline among the staff working in Districts/sections and maintain cordial relations with their sub-ordinate staff ensuring their welfare.

I. Maintain liaison with the police officers to ensure proper functioning of HF/VHF/UHF sets provided to them.

J. Submit weekly diary of the work done to the DSsPC through Inspectors concerned.

2. The duties and responsibilities of the Radio Station Officer are as follows:

A. Be responsible for the efficient functioning of the PCCs and also its cleanliness.

B. Maintain prescribed records and submit returns.

C. See that all instructions in regard to the Working of the PCCs and clearance of messages issued from time to time are strictly implemented.

D. Be responsible for all government property in the PCCs and take such measures as are necessary for their safety.

E. Attend to all correspondence relating to the working of the PCCs

F. Keep in touches with the local police officers and maintain cordial relationship with them.

G. Scrutinize the daily logs with the messages and the traffic records every day.

H. Attend to the operation and maintenance of messaging systems and technical as per instructions.

I. Attend to the routine maintenance of all the equipment and accessories in the PCC.

J. Maintain a High standard of security and guard against leakage of secret messages and sabotage by subversive and hostile elements:

K. Maintain close supervision over the working of all static and mobile VHF stations, functioning in the jurisdiction of concerned sub-division/circle and ensure their efficient functioning.

L. Attend to recharging of batteries of all VHF stations falling under his sub-division/circle.

M. Attend to any other duties as assigned by the concerned Superior Officers.

N. Attend to weekly parades regularly if working at Head Quarters.

3. The PC (Communications) will :

A. Attend to the operation and maintenance of messaging systems and technical work of the PCC and maintain log books (Form 179).

B. Attend to the proper up-keep of the equipment and cleanliness of the PCC.

C. Do any other duties assigned to them by Radio Station Officer and concerned Superior Officers.

D. Have a joint responsibility for the safe custody of the equipment in the station and

E. Maintain strict secrecy over the information of intelligence passing through the Radio network.

F. Attend weekly parades.

FORM - 179 **See Order No.895-3-A & 909**

RADIO LOG

Station Frequency

Call Sign Date

Time	To	From	Signal Strength		Particulars
			His	Mine	

Officers authorized to use Police Radio Grid

896 -1. The officers and the department shown in Annexure-17A (Enclosed) are authorized to send messages on the police communication network provided they relate to the subjects specified in Annexure-17B.

Message writing instructions :

2. The officers entitled to use Police Communications Network should send only the messages pertaining to Law & Order, crime prevention, investigation, prosecution and all connected matters therewith. Messages about natural calamities, accidents and missing of persons, women or children, dissemination of information or criminal intelligence also come within the purview of Law & Order, for the purposes of use of the Radio Grid. The communication staff have instructions not to accept any messages which does not relate to the above. A detailed list of subjects, pertaining to L&O, semi Law & Order etc. on which messages are to be originated is given in Annexure 17-B.

3. APPD messages should be treated on a par with telegrams, and messages conveying information, which could normally go by post, should be avoided. Messages must be written legibly/type written in the standard Police message Form 180, oral and casual instructions to operators (for transmitting messages) to frame and transmit message should be avoided.

FORM - 180 **See Order No. 896-3**

MESSAGE FORM

Name of State.....Reg. No.....

In	Call	Priority trans Instruction	NR	GR
Out				

Above the line for use of Radio Staff only

To .....

INFO .....

From .....

Originator's Number	Date	In reply to	Dated

Priority	Originator's Signature and Designation

Below this line for use of Radio Staff only

Time in	Date	Time out	Date

Reader Sender

4. Messages should not be communicated by telephone to the operating staff for transmission over the grid as telephones are apt to cause phonetic errors,and unreliable from the security point of view. The communication of messages over telephone will also result in the telephone at the PCC being kept unnecessarily engaged. However, messages may be conveyed over telephone in case of any emergency followed by a written confirmation.

5. Normally each message should be sent in duplicate to the PCC, one copy of which will be retained in the PCC and the other returned to the sender with acknowledgement and THI particulars. In case of messages addressed to more than one authority the number of copies required will be the number of nets on which the messages have to be transmitted plus an office copy to be returned to the sender with acknowledgement and THI particulars. The officer-in-charge of the PCC should be consulted as to the number of copies required for transmission to multiple addressees. This will avoid delay, in as much as no time would be wasted in the PCC in making out copies of the messages for transmission by different nets.

The following instructions should be borne in mind while writing up messages in Form 180.

6. Address to: Designation of the official and/or name of the department along with the name of the station should be inserted here. If approved abbreviated addresses are available, they should invariably be used. Under no circumstances should titles, prefix or suffix be used.

7. Address for information (Info): If the message is also required to be sent to any authority other than the addressee for information only, the name or designation of the official or the name of department together with the name of the station should be inserted in this space. Approved abbreviated addressees, if available should be used.

8. Address from (FROM): Name and / or Designation of the official or name of the Department of the Originator along with the name of the station should be entered here. If approved abbreviation is available it should be used.

9. Originator's Number: The Originator should enter his reference number of the correspondence.

10. Date: The date on which the message is originated should be entered in this space. The date may be written in figures separated by slashes only for example the 23rd of March 2002 will be written as 23/03/2002.

11. In Reply to: The reference of the correspondence to which the message is in reply should be entered in this space. This eliminates use of common

preamble in a letter. Example: "Reference is invited to your No...." or "With reference to (abbreviated designation) No. :....."

12. Dated: The date of the reference shown in (6) above namely "IN REPLY TO" should be entered in this space. It should be written only in figures as mentioned above under "date".

13. Text: owing to the large volume of traffic handled in a PCCs/DCCs an unnecessarily lengthy message may cause delay and hold up other messages in the grid. It is essential to combine brevity with intelligibility. Before writing a message, consideration should be given to the contents carefully. The text should then be couched as briefly as possible in telegraphic language. The use of words like "Please", "Kindly", "Would be grateful" must be eliminated. Omission of these words in a Radio message does not imply lack of courtesy.

14. The following punctuation signs only must be used: Full stop should be written within a circle, whether by hand or by type written, e.g. (.). No full stop is required at the end of the text. While Comma (,); Inverted Commas (" "); Hyphen (-); Oblique or Stroke or bar (/); Brackets ( ); Decimal point (.) and Apostrophe (') should be written in the same way as in ordinary writing. Apart from the above signs, no punctuation or mathematical signs should be written and care must be taken to ensure that their omission does not alter the sense of the message. On no account should the text contain tabular statements, as they cannot be transmitted by Radio.

15. Priority: If it is desired that a message should be transmitted more expeditiously than as ordinary message the degree of priority should be entered in this space. The categories of priority available and their use are given in the succeeding order.

16. Originator's signature and designation: The originator should affix his signature and designation in this space signifying that he has approved the contents of the message including the priority classification, if any, and authorized its transmission by Radio. Messages not signed by an authorized person will not be accepted for transmission by Radio.

17. Time of origin (TOO): The time (in figures) at which the originator signs a message should be inserted in this space. The first two figures indicate the hours and the next two, the minutes. Thus, five minute past six O' clock in the morning is written as 0605. The Abbreviation Hrs., should not be used. In all cases "Time Of Origin" (TOO) must be entered by the originator.

18. The remaining spaces in the message form are for the use of the wireless staff only and the Originator should write nothing.

FORM - 181 **See Order No.896-6 to 18 & 909-1-**A.

RADIO STATION

IN MESSAGE REGISTER

Date	Register number	NR No	Stn. FM	Address	Priority	GR		THI	Time in	Time of deli very	Signature	Remarks
						P	R					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

Instructions on Classified Messages :

897-1. Security: As all Radio transmissions are subject to interception by any person possessing a receiver, there is no security attached to the transmission of a message by Radio. Originators must therefore ensure that, if the contents of a message are of classified nature, the procedure elaborated in the succeeding paragraphs is followed.

2. Security Classification of Messages: Following will be security classifications:

classification	**Abbreviated form**
(a) Top Secret	Top Sec
(b) Secret	Secret
(c) Confidential	Confd.

Note:- Originator of a message is personally responsible for its correct security grading according to information contained therein. To grade a message correctly and uniformly, particular attention shall be bestowed on the definition of various security classifications as given below:

3. Top Secret : Messages containing information of such vital nature that, for reasons of national security, it must not be disclosed to any one for whom it is not essential to have knowledge of it for the performance of his duty, and unauthorized disclosure of which would cause "Exceptionally grave damage to the Nation". This category is reserved for the Nation's closest Secrets and is used with great reserve.

4. Secret: Messages, the unauthorized disclosure of which would endanger national or internal security, cause serious injury to the interests or prestige of the nation or serious embarrassment to the Government, or would be of great advantage to a foreign nation. This classification should be used for highly important matters and is the highest classification ordinarily used.

5. Confidential: Messages, the unauthorized disclosure of which, while not endangering the national security, would be prejudicial to the interests of the nation, any Government activity or individual or would cause administrative embarrassment or difficulty or be of advantage to a foreign nation. Most matters will on popular analysis be not higher than "Confidential".

6. All Top Secret/Secret and Confidential messages will have to be encrypted and as such they should be sent in double envelopes to the signal office/ PCC. The inner envelope containing the classified message should be properly sealed, and should invariably be a new one while the outer envelope may bear an economy slip. The inner envelope should be marked with the Security classification i.e., Top Secret/Secret/Confidential together with appropriate priority. The outer envelope should bear only the address of the SHP of concerned PCC / DCC and will not have the Security classification of the contents marked on it. However, the outer envelope should clearly indicate that, it is a message for transmission by police communication network and should also bear its priority.

7. The security classification should invariably be entered at the proper space in the message form, before it is sealed.

8. Two skeleton copies of the message should also be attached to the sealed envelope containing a classified message. The skeleton copies will contain all details except the text of the message.

9. The person on duty in the PCC will give a receipt of the message to the originator on one of the Skeleton copies with 'Paraphrase warning stamp' or 'OTP stamp' the paraphrase warning stamp makes it incumbent on the originator not to transmit the message without being paraphrased or to distribute the copies of the same to any unauthorized person. OTP stamp imposes no such restriction on the Originator.

10. A classified message should be sent to the Signal office through dependable couriers with utmost care and caution.

11. While originating a classified message, the originator has the responsibility of determining whether a Radiogram is necessary or a letter or other form

of communication would serve the purpose. He should grade the message appropriately. A Radiogram is given security classification according to the subject matter contained therein. It must be remembered that over grading of message is as harmful to security as under grading. Priority should be determined by the subject matter and the time factor involved in transmission and for action required to be taken by the addressee. Priority higher than what is absolutely necessary should not be given. Judicious use of priorities will assist the clearance of really urgent messages in time. The text and the address should be expressed correctly avoiding verbosity.

12. A Message, which has to be converted into a Cryptogram, has to be edited carefully; the principles involved being clarity, brevity, accuracy and security.

13. Conversion of Radiogram into Cryptogram and transmission is a very tedious process. It also takes considerable time to handle such messages. It is, therefore, imperative that, only such classified messages should be sent over police radio for transmission, which cannot be cleared by other means of communication. The Originators should also be prepared for the consequent delays that take place in the process of encryption/decryption.

Use of Priorities

898-1. Normally, messages are cleared according to the serial order of their receipt at a PCC, i.e., according to the time handed in. However, to ensure faster clearance, the messages are given priorities (a) CRASH (b) MOST IMMEDIATE (c) IMMEDIATE (d) ORDINARY, according to the Urgency and importance of the message.

A. Crash: When a message of this priority is received, communication on all concerned channels is suspended forthwith, to clear message. This priority is restricted to extreme emergencies and should, therefore, be resorted to, only in very exceptional circumstances. This priority is to be used where the recipient has to take immediate action to save human lives or to prevent damage to valuable property or immediate apprehension of criminals.

B. Most Immediate: This priority is restricted to messages conveying information or instructions relating to natural calamities, disturbances, (Communal, anti-social and political), strikes, accidents, riots, murder security measures, criminal information and important movements of the police, which in the opinion of the originators, should reach the addressee immediately.

C. Immediate: This is restricted to messages conveying important information relating to Law & Order and crime for immediate attention and action, for instance, information regarding probability of strikes, disturbances or any other upheaval, movements of high Government officials dealing with Law & Order, Political leaders, Agitators and Dangerous criminals.

D. Ordinary: This category is used for messages of routine nature which do not come under any of the above categories but are connected with Law & Order and crime, which are urgent enough to justify the use of Radio network.

2. The instances mentioned are not exhaustive but only illustrative. The Originator should consider each case and assign the minimum priority compatible with the requirement. However, with a view to ensure the correct priorities, the following officers are authorized to use the priorities noted against them.

A. **Crash:** All persons authorized to use the grid may use this priority - only in very grave emergencies.

B. **Most Immediate:** The Director General of Police, Addl. D.G.P., Inspectors General of Police, Commissioner of Police, D.I.G of Police, Superintendents of Police, and other Police Officers of equivalent rank.

C. **Immediate:** Assistant Superintendents and Officers of equivalent rank, Inspectors and Sub-Inspectors, besides those entitled to send 'MOST IMMEDIATE' messages.

3. Only the minimum priority compatible with the circumstances of the case should be used, and if an officer is authorized to use a particular priority, it does not imply, he should use that priority in respect of all messages originated by him. Officers may use higher priorities, which they are not normally permitted in exceptional cases, if it justifies such use.

4. The working schedule of District H.F link is limited and also the reliability of communication depends upon the climatic conditions. Further only two operators to work one at a time man all the PCCs in the District link. Hence

A. All Unit Officers shall ensure that messages of routine, Office administration, reminders and non-law and order messages are not originated to clear on this grid. Like wise SDPOs and CIs shall be strictly instructed not to originate messages on routine traffic etc.

B. All unit officers should see that there is no mechanical repetition of messages received from Chief Office or DGP or other Senior Officers. They should study the messages and take appropriate action and communicate only those required.

5. The unit officers and all senior officers of police department shall ensure strict implementation of these instructions. The DPC should bring to the notice of Addl. DGP Technical services, every fortnight instances of wrong use of priority. Addl. DGP shall ensure suitable action on such reports to eliminate such wrong use.

Schedule of Working Hours

899. The main police communication network, linking various district headquarters to the State Police Head quarters, work from 0800 to 2200 hours on all days of the week. The communication networks linking sub-divisional and circle Hqrs., stations to the concerned district head quarters work from 0800 to 1300 Hrs and 1400 to 2000 Hrs, on all days of the week. All the Communications Networks will work extended hours whenever required. They will also work round-the-clock, in times of emergency.

Radio Telephony

900-1. All police stations and officers up to the rank of Inspectors have been provided with VHF communication facility for quick exchange of information related to Law & Order, crime prevention and investigation, extremist activities and anti-smuggling operations etc., with the following Radio equipment.

A. VHF Static Station: Consists of VHF set, 12 V batteries, float charger and G.P. antenna supported by a mast.

B. Mobile Station: Consists of VHF set, 12V battery and a whip antenna

C. Handheld set: Consists of a VHF Trans receiver with Ni-Cd battery and helical antenna.

2. Safe custody: The S.H.O. of PS is responsible for the safe custody of the static station equipment. The officer to whom a mobile station or a hand held set is provided is responsible for their safe custody. The Inspector of Police Communications is responsible for accounting and or carrying out repairs to the equipment.

3. Working Schedule: The working schedule for VHF station is from 0600 hrs to 2200 Hrs continuously. Depending on local requirements they may work extended hours or round-the-clock.

Handling and Maintenance of the Equipment

901-1. The static station should be operated by the constables provided by the SHO. The SHO should respond to the calls whenever he is present in the station. Officer should only respond from the mobile/handheld set whenever they are called. They should be well conversant with the handling and maintenance of equipment, i.e., to check :

A. Condition of aerial, Radial Rods, Guy ropes & aerial cable.

B. Switches and channel controls of the set are in correct position and the indicator lamps are glowing.

C. The Mains and Charge indicators of Charger are glowing.

D. Correct level of electrolyte by adding distilled water to battery and tighten brass clamps to have firm contact with battery terminals.

2. They have to ensure daily maintenance of equipment. If any defect is noticed, they should inform to the control station as well as Inspector Communications. They should pursue the matter with Inspector Communications till the Technical staff rectifies the defect.

3. Officers provided with Mobile/Handheld VHF sets should send their batteries to the nearby PCC station for charging and ensure that no communication breakdown occurs due to discharged battery.

4. Every care should be taken to protect the VHF equipment. In case it is lost or damaged it should be immediately reported to the concerned Communication Officer.

5. Equipment should always be safeguarded from drenching in rainy season.

6. Untrained and un-authorized persons should not be allowed to handle the set and set should be used only for official conversation.

Radio Telephony Procedure

902-1. The following procedure should be followed while making conversation.

A. Should listen carefully before transmission

B. Should ensure prompt and intelligent reply to the calls.

C. Should observe grid discipline and obtain permission from the control station to contact any other station in the grid.

D. Pressal switch should not be pressed more than one minute and hand set should not be pulled too far.

E. Calls should be constructed in the sequence i.e. call sign of the station called phrase 'From' and call sign of the station calling example : Tenali from Guntur.

2. While transmitting operator should always bear in mind the rhythm, speed, volume and pitch (RSVP) to ensure maximum intelligibility and figures and difficult words should be repeated using phrase I say again. Phonictic alphabets must be used to spell out a word-using phrase I spell

3-A. Phonetic Alphabets

	A	Alfa	B	Bravo	C	Charlie
	D	Delta	E	Echo	F	Foxtrot
	G	Golf	H	Hotel	I	India
	J	Juliet	K	Kilo	L	Lima
	M	Mike	N	November	O	Oscar
	P	Papa	Q	Quebec	R	Romeo
	S	Sierra	T	Tango	U	Uniform
	V	Victor	W	Whisky	X	X-Ray
	Y	Yankee	Z	Zulu		

B. Standard Phrases

O.K	Correct / Agreed
Out	My Transmission Ended
Out To You	Finished with you and no reply expected from you
Over	Ended my transmission and expect Transmission from you
Report Signals	Report my signal strength /Readability
Roger	Message received.
Wait Out	Wait for next transmission to respond
Wilco	Message received, will be complied with

Location and Protection of PCCs

903-1. All the fixed PCCs should be located in the DPO, Reserve Police Hqrs., or in police stations, establishments where guards are available. The Mobile PCCs, when taken by officers on tour, should also be located at such places where guard is available and if not possible, in the building premises where

the officer using the mobile station, is camping. No other locations are permissible.

2. Radio installations should be treated as vital and protected areas and their security is the responsibility of the SP and CPs concerned.

Movements of PCC /DCC Stations

3. A fixed PCC cannot be shifted normally. In case of any emergency it can be shifted on the orders of the Director, Police Communications/Director General of Police. This requires the approval of Ministry of Communications, Government of India as per the licensing conditions.

Delivery of Radio Messages

904-1. At the State Police Head Quarters, Capital city, Radio Messages intended for officers located near the Master Communication Control station will be delivered by Motorcycle or foot messengers. Motorcycle messengers will deliver messages meant for officers, who are far away.

2. In the districts, the District Superintendents of Police/ Commissioners of Police, will provide motor cycle /foot messengers, preferably 3 or 4 for Zonal Head quarters, 2 or 3 for District Head quarters and one for each sub division/ Circle Head Quarters station, at all fixed Police communication centres, in their jurisdiction to enable prompt delivery of messages. They will also provide messengers for Mobile PCCs installed in their jurisdictions.

Use of Police Communication Network in Emergencies

905. The Police Communication Network should be normally employed only for the transmission of messages pertaining to matters as defined in Order 895. In times of anticipated emergencies, the prior approval of the Ministry of Communication, Government of India, should be obtained through the Directorate of Coordination, Police Wireless, New Delhi, for the use of police communication network for the purposes other than those, for which the PCCs are licensed. But in times of sudden emergency, like floods, Cyclones and other such Natural calamities the Chief Secretary to the State Government can authorize the use of police communication network for passing messages pertaining to those events in anticipation of the sanction of the Government of India. The post-facto sanction of the Ministry of Communication, Government of India should however be obtained, as quickly as possible, preferably within 24 hours. Such sanction may even be obtained over the

Police Wireless in case the Posts and Telegraph channels go out of commission, due to disturbances.

Inter-State Police Radio Network

906. This service will be utilized by all Police Officers, District Collectors and Secretaries to the Government, for the transmission of messages pertaining to all police matters particularly crime prevention, investigation, Law & Order and Security to New Delhi and other State capitals. Through the State capitals the messages could be passed to all places provided with PCCs in the various states. The Police Communications networks in other states and the national capital are to be utilized for fast, reliable and secure communication and interchange of information including that relating to crime and criminals.

Drawl and Disbursement of Pay and Allowances to the Staff

907-1. The General rules regarding the drawl of Pay and Allowances as are applicable to police department, apply to the personnel of this organization also. The pay and allowances of all the staff in the State will be drawn at the Police Communication Directorate, Capital city and credited to the bank account of the staff concerned every month.

Housing of the Staff

2. All members of and below the rank of Inspector of Police (Communications) are entitled to rent free accommodation. Quarters will be provided to all Ranks of Police Communications in the districts as well as at State head quarters by the concerned SP or CP. Preference should be given to the communication personnel in the allotment of quarters as the communication personnel often work extended hours and as such should not be made to reside far away from the DCCs / PCCs stations. Those who are not provided with Government quarters will be paid HRA+AHRA, at the sanctioned rates.

Rewards

3. Personnel of this organization are eligible for rewards in accordance with the rules governing the grant of rewards given in Chapter 11.

Musketry and Drill

4. SP/CP in the districts will arrange for musketry practice for all HCs and PCs Communications according to the Civil police scale, Inspectors of Police (communications), SIs (communications), ASIs (communications) will be given revolver practice according to the scale prescribed for their counter

parts in the civil police. The concerned SP may indent for the ammunition required for this purpose. In the case of personnel working in the capital city, the DCP CAR, will arrange for the practice.

Uniform

5. Officers and staff will be in uniform while on duty. The dress regulations are reproduced in Annexure -17.

Training and Refresher Courses

6. A training centre for the Police Communications Organization/the Radio Signal School is attached to Police Communications Organization. Specified induction, in-service and on job courses shall be conducted by this centre. The course content and duration, the type of courses and the personnel for whom they are intended shall be drawn up by the Director of police communications in consultation with the I.G.P., Training. A detailed training manual shall be drawn up for the training centre sent through Addl. DGP (Recruitment and Training) and approved by the Director General of Police. The courses shall be conducted and training centre in accordance with that manual. The DPC assisted by Addl. DPC shall directly over see the functioning of the training centre. Specified in-service courses shall be held periodically for the technical as well as operating staff to improve and update their professional skills. Senior officers, Inspectors, Sub-Inspectors of Police and other staff shall also be sent for the courses held under the auspices of the Directorate of co-ordination police wireless, MHA, New Delhi or other organizations in the field of communications.

Central Technical Stores

7. All types of technical, stationery and clothing items required for the working of the police communications network are procured and stocked at the Central Technical stores in the Directorate at Capital city. The Indents from the Inspectors of police communications concerned are scrutinized and bulk supplies are effected periodically once in six months, regularly. Emergent requirements are met by monthly indents or whenever required. The Inspector of police communications in charge shall supply the stationery and clothing articles to the staff working under them. Adequate stock of stores is kept by the district Inspector of police communications and i/c PCCs for their day-to-day working of the PCCs/DCCs/ Maintenance Centres.

Library

8. The library attached to Police Communications Directorate at Capital city is intended to improve the professional and technical knowledge and efficiency of the staff. It contains up to date publications on communication engineering, computers and latest technologies available in the field of telecommunications. Newspapers and technical journals are also kept in the Library.

Liaison with other Government Departments/Organizations

908. Close liaison should be maintained between the police communication organization of this State and Police Communications Organization of the Defense Services, Department of Telecommunications, Civil Aviation and Railways, especially during national emergencies. Standing reciprocal arrangements for the transmission of messages to destinations covered by any one of the organizations will be made from time to time by the representatives of these organizations meeting in conference. The DPC should maintain close liaison with Director, Police Telecom., DCPW, GOI, WPC wing, Ministry of Communications, Government of India and his counter parts in other states and Union Territories in the Country.

Records to be Maintained in DCC and by Inspectors of Police (Communications)

909. The following are some of the important registers to be maintained in the DCCs and by the Inspectors of Police Communications. In addition, the files will be maintained separately for circulars on each subject that is for instructions on the maintenance of the sets Radio Procedure, natural calamities, VVIP visits, administrative matters and other relevant matters as per the instructions issued from time to time.

1. At PCCs:

A. In and Out message registers (Form 181 & 182)

B. Gazetted Officer's visiting book

C. Non-Gazetted Officer's book

D. Message Delivery book

E. Duty roster

F. Government property register

G. Attendance register

H. History sheets for equipment Batteries, Battery chargers, Clock etc.

I. Tappal (Dispatch) Book

J. List of Fixed PCCs in India (to be kept under lock and key)

K. Registers for Petrol, Oil, distilled water, kerosene etc.

L. DCC / PCC log (Form 180)

M. Any other registers, Files and charts as ordered by the Director, Police communications, from time to time.

FORM - 182 **See Order No. 909-1A**

RADIO STATION

OUT MESSAGE REGISTER

Date	Number (NR)	Originator's Number	Station To	Priority	GROUPS GR		TOO	THI	Time Out	Signature	Remarks
					P	R					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

2. By Inspectors of Police (Communications):

A. Cash book

B. Government property register and Distribution register

C. Casual leave register

D. Communication irregularity register

E. VHF Communication breakdown register

F. NETWORK Break down register

G. Minor Punishment register

H. Railway and Bus warrant books

I. Long Leave register

J. Stock Registers for Technical stores, stationery etc.

K. Personal Records of Operators

L. Distribution Register for major equipment

M. Tappal Book

N. Job Register

O. Police Gazette file

P. Contingent Bill Book

Q. History sheet of all equipments in his charge

R. Any other Registers, files and charts as prescribed by the Director, Police Communications from time to time.

910. The abbreviated Telegraphic address of the Director, Police Communications is "ANDRAD". The un-registered telegraphic addresses of Inspector of Police Communications and PCCs will be "Inspector Communication" and "Police Communication Centre" respectively.

Source of Power

911. All fixed stations will be operated on local commercial electric supply. The Superintendent of Police in the Districts and the SP(C) concerned at state capital will be in touch with the local electrical engineers and ensure advance information of any temporary shut down or break-down of electric supply, particularly during emergencies.

Annexure 17-A

Officers authorized to use Police Radio Grid

1. All Ministers
2. Chief Secretary to the Government
3. Home Secretary to the Government.
4. Secretary (Political) G.A.D
5. All Revenue Officers of and above the rank of MRO.
6. All Police Officers of and above the rank of SIs and AOs.
7. Director, Finger Print Bureau and Officers of and above the rank of S.Is. (on Law & Order subjects only)
8. Director, Police Transport Organization.
9. S.P. and above the staff of Vigilance cell of Civil supplies Department.
10. Officers of and above the rank of SIs of Central Police Battalions and RPF.
11. Officers of State Forensic Science Laboratory (Director, Joint Director, Assistant Directors, Hand writing experts, Fire arms and ballistic experts).
12. Police Prosecuting Officers including APPOs.
13. Public Prosecutors of Districts (to contact Police Officers at mandal level only on urgent matters).
14. Director of Prosecutions and his sub-ordinate Officers (Urgent and important matters pertaining to Court matters only)
15. Legal Advisers of police department :

16. Central Intelligence Officers : DCIOs, ACIOs of the Ministry of Home affairs, GOI.
17. Gazetted officers of Chief Labour Commissioner Organization, GOI.
18. Government examiner of Questioned documents, IB (MHA), GOI.
19. Chairman, Regional, Planning and development committees.
20. Director General of Revenue, Intelligence and Investigation, GOI Officers of the Central excise and customs in emergent cases where other channels are not easily available or where due to needs of secrecy.
21. Superintendents of Central, District jails (on the following subjects for which they are authorized).
    (a) Messages relating to escape of prisoners and riots in jails.
    (b) Messages relating to admission, release and transfer of detenues.
    (c) Messages relating to Escort parole: Parole: Furlough: Deaths: Production of UT prisoners before court: escape of/absence of the convicts or surrender on due date, the services of Police required to bring them back in respect of inmates of Juvenile Homes of, Anantapuramu and Visakhapatnam by Police.
22. Collector, Central Excise Guntur (in emergent cases when other media of Communication fail)
23. Leaders of Opposition in Legislative Assembly and Legislative Council if all other available means of communications fail and in extraordinary cases.
24. Commissioner for Relief AP
25. Director General Forensic Science Laboratory, GOI.
26. Secretary Revenue, Government of AP, (Messages relating to cyclones, floods and droughts).
27. Controller of Explosives (GOI).
28. Dy. Speaker, Legislative Assembly (Tour Programmes and Law & Order)
29. Chief whip to Government of AP (Tour programmes only)
30. Director General, Vigilance & Enforcement/District Vigilance & Enforcement Officers.
31. Deputy Chairman, State Development Board (Tour programmes only)

32. Director General of Fire services, Divisional Fire services, Assistant Divisional Fire officer and Regional Fire service Officers in AP on the matters relating to Natural calamities, Cyclone, Serious Fire accidents and VVIP visits only.

Note: In case of emergency, the Director General of Police may authorize Officers of other Departments to use the Police Communication Net work to clear messages subject to the license regulations.

Annexure 17-B

Messages on the subjects noted below will be accepted for transmission

Law and Order

1. Court attendance - Summons, Warrants, Trials
2. Information relating to arrests, Movements of suspects, history sheeted persons dangerous criminals, Jail releasers.
3. Dacoities, Robberies
4. All grave crimes (Order 52-7) and crimes of specially grave nature (Order 552)
5. Theft cases - Arrests and Proceedings relating there to,
6. Searches, Recoveries and possession of stolen properties
7. Look out of absconding warranties, wanted offenders and look out for stolen properties.
8. Escort by police personnel
9. Corruption cases
10. Information regarding accused persons in custody
11. Verification of allegations against suspected persons
12. Descriptive rolls of deserters: Military / Police
13. Foreign Nationals - Passport verification
14. Verification of Deportation of foreigners
15. 'Crime' statistics
16. Identification parade
17. Failure of Static W/T Stations
18. Election duties and incidents relating to elections

19. Demand for police personnel in emergencies and movement of forces during election.
20. Tour programmes of VIPs. (for example Minister, Convoy)
21. Information relating to missing persons such as children/disabled persons: Efforts of Police to trace
22. Movement of police Officers on duty
23. Verification of antecedents in respect of ex-convicts, movements of history sheeted persons and matters relating to surveillance.
24. Death reports regarding Police Personnel.
25. Communal incidents where violence is threatened or has actually taken place.
26. Strikes: Hunger strikes and strike by labourers and workers etc.
27. Movement of personnel under C.I.D. Vigilance.
28. Offences under N.D. P.S.Act 1985 and preventive measures under the Act.
29. Opening of fire on mobs by Government servants in the discharge of their duties.
30. Escape of prisoners and stay of execution of condemned prisoners.
31. Outbreak of riots in prisons.
32. Hunger strike of prisoners
33. Movements of prisoners having a special background
34. Public meetings
35. Prosecutions
36. Demonstrations, anti-government demonstration or proposed demonstrations at the time of visit of VIPs and during other important functions.
37. Emergency cases of breach of peace or disturbances of public order and agitation affecting Law and Order.
38. Natural Disasters / Calamities.
39. Information about death, serious injury, due to any offence, accident or illness where no other means is available to the public:

Semi Law and Order Messages, Police Administration

1. Appointments and postings in the police Ranks and statistics relating to strength, promotions, demotions etc., of police personnel.
2. Police courses, training etc.,
3. Character rolls, service books etc. of police personnel.
4. Police officers conference Inter-State and Intra-State.
5. Police business indirectly related to law and order.
6. Service to the public to communicate information regarding serious illness, death, missing persons, children, women etc.
7. Messages relating to communication and technical maintenance of the Police Wireless Grids (including Inter-State Police Wireless such as daily equipment reports etc.,) and other technical service matters.

CHAPTER 47
Control and Co-ordination

Police Control Room / Response policing / Area Policing.

912. Police Control Rooms i.e. dial 100 (24x7) function in large towns where two or more Town Police Stations exist, for a District as a whole, for cities having commissionerate system and at the police headquarters of the State. Control rooms are also set up on special occasions, for specific operations and large-scale bandobusts. Elections / Pushkarams / Bramotsavams / Jatras etc. Special units like CID, Intelligence, Traffic Police, APSP, District Reserve Police, Special Groups, Railway Police etc. have their own control rooms. These constitute an important part of the coordination, control and response mechanism. It is a vital instrument for the convenience and benefit of public, a source of immediate information to the police and a nerve centre of varied police operations. They are intended to enable public to contact the police in urgent cases and obtain assistance immediately. The functions of the Police Control Room are:

1. To be an information centre to receive calls of dial 100 as well as cell phones / land lines and rush help or to send appropriate police assistance; **Blue colts / Rakshak** of concerned PSs are directed to respond.
2. To keep the concerned police officers informed of all important incidents/ information / deployment / bundobust strength requirements.
3. To despatch, L&O police or detective teams to deal with crimes like theft, burglary, murder, dacoity, rioting, arson, accident, kidnapping or abduction, missing children or persons, terrorist crimes, list and new cases etc.
4. To aid the public during natural calamities like fire accidents, floods and cyclones etc.
5. Maintain list of telephone numbers of all emergency hospitals services and other officers phone Numbers like that of Revenue / Forest /Women & child Department / Juvenile Justice board Magistrate and member / District Probation Officers / District Child Protection Officers, Fire Officers, prison / Jail Officers, Railway Officers / Bus Stations / Railway Station Superintendents.

6. To co-ordinate the operations for maintenance of peace and public order in times of large-scale riots, strikes, processions and other situations when the peace of the city or town or of the district or State is likely to be disturbed;

7. Record all incidents, information in a given format and intimate the concerned officers so as to enable them to take decision;

8. Maintain prescribed records;

9. To alert concerned police stations for naka bandi interception, seizure or search or arrest;

10. To provide necessary information to public.

11. Any other function to save life and property or rescue persons in danger.

12. To display aressted person details with PS name and Crime No. (Sec 41C CrPC)

Location :

913. A Police Control Room should generally be located in a central place in the town and city and in premises other than a police station. Sufficient space should be available for parking vehicles and to accommodate the staff as well as striking forces, communication equipment and other related facilities. They shall be located in the DPO, Zonal/Range office and DGP's office. Railway Police control should be located for each Railway district in the concerned Railway police office. In Vijayawada and Visakhapatnam cities each L&O Police Zone will have control room functioning under the DCP concerned. The city's main control room will serve the requirements of entire city including traffic management.

Communications

914. All police personnel posted to Police Control Room should be trained to communicate clearly specific inputs to officers. The control room communications on the lines indicated above should be organised in all district and major cities. The guidelines to be followed in setting up the control room communication in small towns are given below. These are to be implemented and upgraded on lines of major cities and districts where resources permit and trained personnel are inducted.

1. At least two direct lines should be provided for the telephones and two cell phone numbers with group SMS facility for **Closed User Group** communication.

2. A minimum of two direct lines with dial '100' facility reserved for police emergency should be installed at Police Control Room (PCR) having interface with DG control monitoring, District / Cities control rooms.

3. Wherever feasible direct hot lines to Fire Services, Ambulance, District Control Room, Reserve Police Headquarters, local Army, Navy or Air Force stations, Railway Control Room should be provided.

4. A fax facility with a separate line, e-mail (internet) and intranet connection, a personal computer with a monitor, printer and one photocopier should be installed, to be integrated with the State Wide Area Network (SWAN) to transmit information.

5. Arrangements to record all calls and every reply and response on telephones and wireless should be installed to work on 24-hour basis to enable communication to be activated at any moment.

6. The relevant useful information recorded should be transferred to the concerned either for working out clues or evidence in cases. The data should be erased only after expiry of the period prescribed for destruction of general diaries.

7. Communications constitute the most vital part of an efficient coordination and control mechanism apart from ensuring better service to the public. The following communication systems should be installed in every city/district control rooms.

   A. **Wireless communications**: Radio telephone facility linking all mobiles, police stations, supervisory officers and their offices with separate channels for each zone in Vijayawada and Visakhapatnam cities or sub-divisions or groups of sub-divisions in districts should be provided. Separate channels should be reserved for traffic, security and one spare channel, for radio alarms or mobile data systems. The requirements for cities and districts are to be planned to suit local topography and conditions. In other control room at State Hqrs., the channels required should be to connect the supervisory officers of each Branch with facility of listening all channels of cities. Hand held wireless sets are provided for local communication in a limited area particularly when field officers or those in charge of mobiles are required to leave the vehicles and yet remain in touch with the vehicle or the control room.

   B. HF voice communication stations particularly for district control rooms and state control rooms are necessary for distant communication

and linking district to district and district to State Hqrs., and linking operational teams in the forests.

C. **Telephone Communications**: Where exclusive central police telephone exchange operates particularly in large towns, the lines should connect all desks to enable easy access to public. A separate EPABX with necessary lines on well-publicised numbers is to be positioned in such control centres. Direct dialling is yet another facility connecting the duty officers and information officer. The free one way call number 100 should be provided in the operating desks with sufficient lines assessing the load at peak times.

D. The internal communication in the control room is essential and the EPABX should provide for it.

E. The computerised equipment that records all calls from all sources is an important part, where the incoming and outgoing calls are recorded for an incident and a report in a prescribed form is automatically generated with a printout facility to enable assessment and further action in matters like the volume, duration, time, originator, deployment of patrol vehicle or otherwise, disposal, cost effectiveness etc. This system enables effective use of information.

F. Answering machines to record messages at every desk provide standardised voice forms to ascertain information. The voice mails provide notices and alert messages and also a secure message facility.

G. All computers in the control room are networked and connected to police station and other unit computers through telephone wires (telecom dept.) giving a dynamic access to needed information and deployment of forces.

H. All calls on all systems and communications voice messages are to be recorded on taped digitally recording on 24-hour basis, so that they are available for evaluation and subsequent use. If necessary they may even be used in courts as evidence. There have to be sufficient and separate channels of recording equipment for various applications. Tapes/disks may be reused after 3 months by which time the necessary data would have been transferred to concerned files and original required for evidence preserved.

I. If a burglar alarm system is installed to activate automatically the police response, there should be complete control and management of these to ensure proper use and prevent false calls.

J. For all grave crimes a grave crime incident room is activated and all the data received and transmitted is stored for pursuing investigation by the detective units concerned. The Chief IO or the superior in such incidents operates from the grave crime incident room until investigations reach particular stage.

Wireless fitted Cars, Motorbikes, Vehicles, Equipment and staff

915-1. Wireless-fitted cars, vehicles or motorbikes are sanctioned for the Police Control Room, the number of each being fixed with reference to the needs of each town or city or district. These mobiles, shall be used for responding to calls from the public or information from other sources. They will be utilised for planned patrolling, crime incident control, grave crime investigation, security duties, bandobust for festivals, strikes, processions, public meetings and for conducting raids, searches or seizures or arrests in pursuance of a case which require immediate attention. The mobiles should not be used as conveyance to the officers save in, very exceptional circumstances.

2. They should carry first-aid kit foldable stretcher so that the Police during traffic accidents or other cases could render first aid to the injured persons.

3. Effective public address system mobile PA system and searchlight should be installed to all mobiles, besides siren and lights. Siren should be used only when proceeding to meet an emergency only to have precedence in traffic. If traffic conditions do not warrant there is no need to use the siren.

4. They may pick up L&O Police or Detective staff if it is in pursuance of case investigation or follow up of incidents.

5. Those earmarked exclusively for patrolling should resume their normal duty after the other resources to deal with the incident or crime are in place.

Working of the Control Room and Wireless fitted Cars/Vehicles

916-1. When a telephone call for police help is received in cases like petty theft, loud-speaker nuisance, minor quarrels, missing children and persons, etc., which do not require immediate action by the control room staff, the Officer in-charge of the control room (Chief Controller) should advise the person to contact the concerned police station. At the same time he should telephone to the concerned police station regarding the call and make entries in the General Diary and the Telephone Message Register to that effect. Where recording facility is installed naturally all details in the prescribed proforma get recorded. He should telephone to the police station subsequently and check regarding action taken and record it in the same registers and indicate a completion report of that incident. The completion report on incident is when control room requires no further action.

2. On receipt of telephone call requiring immediate police help in cases like drunken brawls, the criminal trespass, traffic accidents involving injuries or death to persons, apprehension of criminals or suspicious persons in residential areas, misbehaviour by rowdy elements in residential areas, etc., the Blue Colts / Rakshak Vehicle on patrol duty or the police station or other nearest mobiles, beat area constables at the time when the call is received, should be immediately directed to the place of trouble. Simultaneously with the despatch of the Wireless fitted car, the concerned police station should be contacted by phone or Radio Telephone and the SHO present in the police station should be informed of the incident and directed to proceed to the spot to take appropriate action. Where automatic message facility is available the police station would be following the conversation between the caller and control and take action intimating control room. This avoids duplication and economic use of resources. If the police station staff is on the way to the place of incident already by foot, the wireless fitted car may pick up the SHO, SI or the HC from the police station, on its way ensuring that there is no delay in responding to the call. The police control room will be in-charge of the situation till such time as the concerned police station staff arrives at the spot and commences action. The wireless fitted car should then return to the police control room or continue patrolling.

3. In cases of serious disturbances, riots, serious crimes like murder, dacoity, kidnapping robbery or emergencies like out-break of fire or when there is likelihood of the staff of the concerned police station not being able to reach the spot promptly, the chief controller should rush an officer to the spot in the wireless fitted car, who will take action and be in-charge of the situation till the arrival of the concerned police station or DPS.

4. The Wireless fitted vehicle should patrol the area according to a prepared programme from 0900 to 1100 and 1600 to 2100 hours daily. The patrol should cover important places where people gather like bazars, schools, colleges, bus terminals, banks, sports stadia, residential areas, etc. Night patrolling may be done as and when necessary. While patrolling no siren should be sounded and vehicle should move at a slow pace, stopping at places to afford opportunity for observation and watch. A detailed working plan for day to day should be prepared and be available with the officer in charge of the Wireless fitted car.

5. The control room shall function under the Joint/Additional Commissioner of police in-charge of Coordination in the case of Vijayawada and

Visakhapatnam cities the SP of the district in the case of District Control Rooms. In other towns including district Hqrs town the DSP or Addl. SP having jurisdiction shall be in charge of the control room. Superintendent of Police, the Addl. DGP L&O and Addl. DGP CID shall visit the Control Room as often as possible and ensure that it (Control Room) works efficiently, that their equipment and recording system are in proper use and condition and that the response time to genuine calls is prompt and effective. There should be on the spot correction of any distortions, wastage or delay. Those in charge, as and when necessary, shall issue suitable instructions, from time to time. The control rooms are meant for all branches of the police, e.g. Investigation, Traffic, Railway Police, Coastal Security Police Station, Armed Police, Intelligence, CID etc. As such the officers in charge should assist and provide all facilities to them and notify any information that is meant for them. But it should be remembered that the chief controller's decision on priorities is binding on all as he has the authority of police chief of the district and city.

6-A. The staff conversant in Telugu and English and preferably having working knowledge in Hindi/Urdu should be posted to control room. They should be trained to converse properly in Telugu or English and if possible in Hindi or Urdu.

B. The staff should have thorough knowledge of the working of the City, Town and District Police as the case may be, topography of the city or town and suburbs location and jurisdiction of the Police Stations, Detective Police Stations, Railway Police Stations, Coastal Security Police Station etc. location of hospitals, Fire Stations and residential addresses of all officers of police of and above the rank of SI in smaller towns and Inspectors in bigger towns.

C. The staff should be polite and courteous while dealing with the public directly or over the phone. They should be capable of getting maximum information from the callers by a helpful and understanding approach, in quick time, as information determines the type of help to be given.

D. They should always be helpful to the public should they desire any assistance or information regarding L&O police station, Detective Police Station, Traffic, Women Police Station etc.

E. They should be always alert and fully alive to the proceedings in the Control Room and keenly follow the movements of wireless fitted cars and other mobile resources.

F. They should be smartly dressed. The S.I. in-charge of the Control Room or in his absence, Officer in-charge should maintain the general diary of the control room and other prescribed records and equipment. They should be trained in operating wireless telephones and know driving. The computer, designed to store data and all calls and incidents should be maintained and used. Till the system is firmly established both manual and computer aided automated system should be used.

Striking forces

917-1. A striking force contingents of such strength and number as earmarked for emergency should be at the police control room with the required wireless fitted vehicles. Three or four constables of the striking force besides the radio operator should be present with the wireless fitted car. They need normally carry only lathies but firearms must be carried by some of them as determined by SP/CP. These men should be instructed in advance by the chief controller what they should do on reaching the spot. One or two of the police party going in the wireless fitted car should be trained in first-aid and also know driving.

2. All policemen posted to police control room should go through a course of training designed for the purpose. The striking force personnel should be briefed every morning on the likely nature of duties for that day.

Dissemination of information

918. The Police Control Room should serve as "Information Room" and "clearing house" to disseminate information to various functionaries so that they are fully posted with the information received in the Control Room in the town or city from time to time. The dissemination of information to public or officers or press should be strictly on need to know basis. The police officers using the control room should realise that it is only meant to respond to emergencies and pass on information and is not a substitute for police station. control room is meant only to receive and convey information and urgent instructions from concerned police officer.

Records to be maintained

919-1. The following records should be maintained in the Police Control Room by the Sub-Inspector or, in his absence by the whoever is in-charge:

A. The police control room general diary

B. Incoming Telephone Message Register

C. Out-going Telephone Message Register

D. Wireless fitted Cars working Evaluation Register

E. Data entry, storage, retrieval in the computers provided

2. The General Diary should be maintained from 8 a.m. to 8 a.m. of the next day. In this, the details of telephone calls received from the public, details of telephone calls made to the police stations or DPS and Police Officers and instructions received from them and their compliance should be recorded. Information received from wireless fitted cars, should be recorded from time to time. It shall be the responsibility of the duty officer being relieved at 8 a.m. to note the various pending matters, instructions received from officers, etc., close the diary for the day, open a new diary and hand it over to his reliever. The incoming duty officer should despatch the previous days diary to the DSP concerned or to the Superintendent of Police of the district in case of District Control Room or the Addl./Joint Commissioner of police in the case of Visakhapatnam and Vijayawada cities by 10 a.m. The concerned after perusal and taking action where necessary should return them for record in the Control Room.

3. The Incoming Telephone Calls Register shall be of foolscap size, and shall contain the following columns:—

A. Date
B. Monthly Sl. No.
C. Time of receipt of message
D. From whom received (with telephone number and address etc.)
E. Details of message
F. Nature of the action taken with time including to whom informed
G. Signature

There should be sufficient space for recording details in column Nos. D, E and F. Only messages received for emergency help or action should be recorded in this book.

4. The out-going telephone message register shall also be of foolscap size and shall contain the following columns:—

A. Date

B. Monthly Sl. No.

C. Time when the message is given number.

D. To whom message is given (with name rank and number)

E. Details of message given

F. Serial No. of in-coming message to which this message relates

G. Signature

Only message given to the police station and police officers in connection with calls received from the public for emergency Police help should be recorded in this register.

5. The wireless fitted car/vehicle working evaluation register should contain the following columns:

A. Date

B. Monthly Serial No.

C. Time of receipt of call for police help

D. Time of despatch of wreless fitted Car

E. Time of wireless fitted car reaching the spot

F. Time of wireless fitted car leaving the spot after completion of work

G. Time of arrival of the wireless fitted car back at the police control room or resuming patrol duty

H. Remarks

Note:- In the remarks column the reasons for delay at any particular stage of attending to the call should be mentioned. An extract of entries in this register each day should be made out and forwarded to the Superintendent of Police of the District or the Deputy Commissioner of Police, concerned in the case of Vishakhapatnam and Vijayawada Cities along with the General Diary.

Maps and charts

920-1. There should be a big size map of Town, City, Zone, District as the case may be and of neighbouring areas marked with important Roads, Buildings, Hotels, Markets, Offices, Schools, Hospitals, Colleges, Police Stations, District Reserve Police, Police Units etc., displayed in the Police Control Room. This map will help the Duty Officer to know the locality from where a call has come, its distance from the Control Room and the journey to be made by the Wireless fitted car. GPS/computer aided electronic map showing the locations, important feature, place of incidents or trouble, location of mobiles should be designed and used to deal with traffic jams or other hold ups, scenes of offences in the last 24 hours till the police left the place after containing the situation.

2. The following charts should be maintained in the Control Room:

A. Deployment of striking forces at the police control room and other places

B. A list of all Police Stations of the district (divisions), investigating units, Traffic PSs, Railway Police Stations, RPF posts with their telephone numbers.

C. A list of senior police officers, their official and residential addresses together with their telephone numbers.

D. A list of all inspectors of police in the district together with their residential addresses and their telephone numbers.

E. A list of all senior and important government officers in the town with their residential addresses and telephone numbers.

F. Police residential quarters and the details of those residing in each colony.

G. A list of all important hotels, with location and telephone numbers.

H. A list of all important government and private hospitals with their location and telephone numbers.

I. A list of all important railway and bus stations and their location and telephone numbers.

J. A list of all fire stations with their location and telephone numbers.

K. A list of taxi stands with telephone numbers, if any.

L. A list of Ministers, M.Ps, M.L.As, M.L.Cs with their residential addresses and their telephone numbers.

M. A list of courts having jurisdictions over the divisions together with their location and telephone numbers.

N. A list of all important State and central government establishments with their location and telephone numbers.

Note: These should be constantly updated and new chart or list prepared every year.

Opening of Temporary Control Rooms on important Occasions

3. Temporary control rooms should be opened where very heavy crowds are expected such as big fairs and festivals, pushkarams, visits of VIPs, etc. The working of this control room will be similar to that of the regular control room in towns and cities. A scheme should be prepared regarding the working of the temporary control room and circulated among all officers well in advance.

Govt. Memo. No. 1334/ Pol-D/74-1, dt. 1st July 1974. No.903/R1/72 (IX List. 31-12- 1974).

4. The number of Radio Vehicles to be provided on each occasion depends on actual needs, nature and volume of the crowds.

5. These instructions are in addition to those contained in Chapter 15 in regard to festival bandobust.

The Organisation and functioning of District, Zonal and State Control Rooms

921-1. **District Control Room**: The Control Room in every District shall be located in the District Police Office with an Inspector of Police in charge. A staff of one SI and two ASIs/HCs in each shift shall be present in the Control Room. The staff of the police communication organisation will man the wireless communication, which will be the part of the Control Room. The hotline connections to Reserve Police Hqrs, the Town Control Room, Fire Services should be provided. The movement of all the mobiles in the district and any information, which is passed on, should be recorded and communicated to the concerned officers for necessary and immediate action. The emergency public telephone '100' number with as many lines as necessary should be manned and answered and every call recorded as already indicated in the foregoing orders. A reserve contingent meant for the entire district with necessary transport should be maintained as a striking force at all times. If any direct information of any crime or incident is reported it should be informed to the concerned police station and the officers without delay. Even if it relates to the Headquarters town it should be communicated to the police station as also to the headquarters town control room except in major towns where separate control rooms are provided. The police stations will be in direct contact with the district control room for any information or help. The district control room shall work directly under the SP. He may instruct Addl. SP to be present in the control room on any occasion where he considers an officer's presence necessary to direct operations if any. The control room shall be common for all branches in the district.

2. **Zonal / Range Control Room**: The Zonal/Range control room will be located in the office of the Zonal IG/DIGP and functions under the charge of an Inspector of Police. This control room is intended for departmental co-ordination and not intended for direct action as in the case of the district control rooms. All district control rooms will be in touch with the Zonal/ Range control room and vice-versa. The Zonal IG/DIGP shall be kept informed of all developments in the Zone/Range by the control room. They should maintain regular contact with the state control room.

3. **State Control Room**: This will be located in the office of the Director General of Police and shall work under the control of Addl. DGP L&O. It shall be manned round the clock by a DSP assisted by adequate number of officers and other civilian employees. The entire communication network shall be located in such a manner that the control room is at all times aware of every happening in the State. It shall also be responsible for receiving and communicating information to concerned authorities and for conveying any instructions to any officer or any police station in the State. The contacts with the other state police headquarters and also the control rooms at Delhi both in MHA and other organisations should be maintained round the clock. Complete record of every communication and telephone calls should be maintained in the control room. All information received from the public from anywhere should be recorded and action initiated as per the orders of the concerned officers. The despatch of fax messages and other communications will however be the responsibility of the police communication organisation and not that of the control room. The hotline connections to all district and city police control rooms, intelligence control room, APSP, Greyhounds units in the State, the Railways, the Army sub-area, Fire Services and Commissioner of Relief should be maintained efficiently. It will also obtain and maintain a record of all the arrests made in the state as per the Supreme Court guidelines on arrest.

Co-ordination within the District and with the neighbouring Districts.

922-1. Co-ordination of police work within the district comprises of the following:

A. The communications made from one Police station to the other, from one officer to the other and the replies and information to be sent.

B. Collection and entry of data through correspondence, messages in the records system as prescribed.

C. When specific enquiry is made or assistance requested by any police authority, the action initiated on receipt of such requisition.

D. The holding of border meetings, and entries made in concerned files and records on the data collected in such meetings.

E. The nature of contact between police stations within the district and the neighbouring districts and communication links.

F. The SDPOs in respect of their charge and SP/CP should monitor the above through a structured management information system. The system should generate information on various items of co-ordination

and mutual help to enable monitoring daily, weekly and at monthly intervals.

G. The control room should be utilised for co-ordination of on-going situations and to ensure coordination between different agencies of the police whenever an incident is reported.

H. During the periodical visits and inspection the officers should verify the correctness of requests and response attended to in the Control Room and their suggestions if any.

I. The networked computer system is the best means of ensuring prompt replies and initiating action at various levels to improve co-ordination.

J. Monthly crime meetings of SP/CP should be utilised for a scrutiny of some of the items mentioned above.

Coordination within Zone/Range and other Zones/Ranges

2-A. The instructions regarding border meetings and other co-ordinating measures contained in Chapter 3 should be perused and complied with. The Zonal IG/ DIGP will maintain a check register to monitor whether all the prescribed meetings are being held and also to alert the concerned to keep to the schedule.

B. The contents of the proceedings of all meetings should be analysed and implementation watched with the help of the information and reports generated in the normal process. A specific review on the subject of coordination based on all recorded information should be prepared in each district to give an accurate account of requests, responses, alert messages, meetings and results in an organised method or proforma.

C. The Zonal/Range control room and co-ordination centre should be the main media of ensuring day-to-day monitoring.

Co-ordination within State and with neighboring States, other States and at National level.

3-A. The State control and co-ordination centre shall be one of the instruments through which Intra- and Inter-state co-ordination is ensured. The computerised system in the State control room shall have an automatic message transfer facility as also for monitoring action. One separate desk for inter-state and international matters should be earmarked to handle all messages, calls and information. This desk should transfer the information to the concerned district, branch or unit recording the timings. The replies to other States should similarly be sent by the desk. The activising of the

concerned unit for action and report to the requesting party shall be the responsibility of the concerned desk.

B. All inter-District, inter-Zonal or inter-Branch matters within the State will be handled by another desk in the State control room. The same desk will handle all emergency situations in the State.

C. A separate desk will be maintained for co-ordination with other departments and also with other agencies outside the police.

D. Close contact through the communication network available shall at all times be maintained with all the control rooms in the State.

E. The responsibility of keeping the concerned senior officers posted with matters with which they are concerned, shall rest with the State control room.

F. The Addl. DGP L&O shall be in overall charge of the State control room. He shall, besides ensuring effective operational efficiency of the control room, deal with all matters of coordination in assistance to the DGP.

G. For co-ordination work an officer of the rank of AIGP or DIGP shall function under the direct supervision of the Addl. DGP L&O.

Procedure for securing assistance from other States

4. The law and procedures prescribed permit direct contact with the other State police authorities to obtain assistance. Similarly, assistance from this State also has to be extended to other States as well. The senior officers should be kept informed of any problems or any permanent arrangements to be made regarding communications, reports, data transfer etc. The orders of the Director General of Police should be obtained in this regard.

National Organisations

5. The State Intelligence Branch is the nodal agency for liaison with the Intelligence Bureau and the CID for liaison with CBI and National Crime Records Bureau and other Investigation Agencies of the Union Government. In all internal security matters where specific case investigation is not involved the Intelligence Branch will deal with the situation. In all investigation matters including investigation of cases involving security, the CID will be the co-ordinating agency. In most situations which require coordination with a central agency both CID and Intelligence require to be in close touch with each other under the direct supervision of the DGP.

Coordination with other countries and Interpol

6. All requests for investigative or other assistance from other countries has to be routed through Interpol, New Delhi. The CID is the nodal agency to take up such matter. All units in the State who require help in accordance with the law should route their requests through the CID as indicated in Chapter 44.

CHAPTER 48

Women Police - Role and Responsibilities

923-1. Police officers whether men or women have the same role, functions and duties to perform and exercise the same powers under the law. They are also subject to same service rules, conditions, discipline, status and obligations as are attached to each post and rank they hold. There will be no separate cadres for men or women police officers. The seniority is common to each rank or category or class in accordance with relevant rules. There will be no separate duties as such, except as provided under law or otherwise specifically entrusted.

2. All postings and ranks in the police department are common, both to women and men police officers. They can be posted to any position and are liable to serve wherever posted. Where exclusive women police stations are established for specific purpose on problems of women it is desirable that the SHO is also a women police officer. They are eligible to be posted to Sub-divisions, CID, Intelligence, L&O, Traffic, Detective and Railway police stations. There shall be common seniority and promotion panels of all ranks for all police officers irrespective of sex. There shall be no separate list for men or women. Except the physical measurements and physical efficiency tests which are separately prescribed for women, the recruitment procedures, qualifications, age are the same for all. There is no limit on Women police officers for recruitment against vacancies in the posts in any category on the basis of merit.

3. There are certain duties which men police officers are not expected to perform, or which women police officers can perform better. The special protection available to women and children and the gender bias that denies or deprives the women of their rights, require women police to be deployed for such police duties. The communication and confidence levels of women victims of crime would be substantially higher and more effective if women police officers handle their problems. It is in this context that definition of functions and duties of women police officers are indicated below.

4. The Women Police should be 'child friendly' means they should exhibit positive behaviour, conduct, attitude and treat children with humaneness in the best interest of the child. (Sec. 2(15) JJ(CPC) Act, 2015)

5. The SsP/CsP should ensure that annual medical check-up is taken up for all Women police personnel and train them in self-defence techniques (C.O Circular Rc.No.424/M3/2014, dt.18/5/2014)

924-1. The functions to be exclusively entrusted ordinarily to women police officers are detailed below:

A. Production of Children in Need of Care and Protection (CNCP) before the Child Welfare Committee (CWC) at District Head Quarter and escorting them to Children Home / Observation Home etc. Production of CICL (Children In Conflict with Law) before JJB / Children Court.

B. Arrest, search, guard and escort of women accused and convicts

C. Assisting AHTU (Anti Human Trafficking Unit) while conducting rescue / raid and be present during interview of victims and interrogation of women traffickers.

D. Serving of summons to witnesses / accused in cases against women and perform court constable /HC/ASI duties in Mahila Courts. Production of victims / witnesses for recording statements u/s 164 Cr.PC after due counseling.

E. Work relating to women passengers, including security checks at airports, railway stations and bus stations;

F. Conduct of enquiries in connection with passport applications of women who observe "purdah" and family investigations;

G. Keeping order in women's meetings, processions, elections, women employees agitations, elections and women's enclosures in public meetings.

H. Looking after the arrangements to help women and children in fairs, festivals, places of pilgrimage etc.

I. Guidance and help to women passengers at railway/bus stations and to act as Child Welfare Officer at important Railway Stations.

J. Evacuation of and assistance to women and children during natural calamities and in troubled areas.

K. Interview of girl children in conflict with law (CICL) and interrogation of women offenders, under trials, interview of victims of sexual offences/cruelty/dowry harassment/commercial sexual exploitation etc.

L. Interrogation of male offenders, suspects and witnesses in cases of cruelty, assaults, outraging modesty and other offences committed against women / children.

M. Security duties to protected persons (Women).

N. Preventive police duties at Bus stops, Colleges, Schools where eve-teasing is prevalent and bring the eve-teasers to Justice.

O. Preliminary enquiry in matrimonial disputes leading to criminal cases and counselling.

P. Helping / assisting victims of PWDV Act (Domestic Violence) to meet Protection Officer for filing D.I.R. (Domestic Incident Report) in D.V. (Domestic violence) Cases.

2. It will be advantageous to deploy women police officers separately or along with male police officers for following police duties.

A. Escorting women (including child) victims of rape or Penetrative Sexual Assault/Aggravated Penetrative Sexual Assault to hospital for medical examination u/s 164 A Cr.PC and report. Under POCSO Act 2012 'child' is a 'person' (male / female) below 18 years of age.

B. Investigation of offences involving women and children and crimes against women, particularly dowry harassment and deaths, cruelty abetment to suicide and rapes

C. Investigation/Tracing of missing women and children, keeping watch over places of ill repute, recovery and rescue of women and girls from prostitution, escorting them to rescue, protective homes, hospitals and to courts, rescue of women and girls who are victims in abduction and kidnapping cases.

D. VIP and other security duties; Collection of intelligence;

E. Dealing with agitations in which women are also involved. Women Police should wear riot gear (helmets, stone guard, polycarbonate lathi) with Public Address system.

925-1. Notwithstanding anything contained in the above order, women police officers are liable to be employed or posted to any police duty. Where it is not possible to find women police officers to the extent required for the above duties, they may be performed by male police officers, taking such precautions as are required by law, rules and procedures. Those responsible for posting or allotment of duties, must consider all police officers as equal irrespective of whether one is a male or a female. Women police officers

are bound to work in any police post or duty entrusted and shall not be entitled to claim any exemptions. They should not be discriminated in the matter of posting to mainstream police positions, the WSIs (Women Sub Inspectors) being posted as SHOs of important Law & Order Police Stations.

Service conditions for Women Police Officers

2. Women police officers are eligible for leave, medical facilities and all other amenities to which women employees of Government are entitled. They are however bound by the legal requirement of being considered to be always on duty like other police officer.

3. The following guidelines should be observed in posting of women police officers in mainstream positions, particularly in L&O, Railway, Traffic and Detective Police Stations.

   A. When posting to any L&O, Traffic or Railway police station it should be ensured that there is a contingent of at least four women police officers in a police station. In other posts there need not be any such requirement.

   B. Whenever posted to a beat area the SHO should ensure that there are at least two women PCs in the beat area i.e. single women police should not be posted

   C. Sentry duty may be allotted, if the entire guard consists of women police officers.

   D. On bandobust duties, or while dealing with agitations and processions women and men police contingents should be sent together.

   E. At least two women police officers should be present when women prisoners are being escorted. If the number of women police officers is not adequate to escort as per scale the shortage may be made good by other policemen.

   F. Where police is deployed on festival bandobust duty a separate camp with adequate wash facility for women police should be provided, though boarding arrangements may be common.

   G. A separate facility for rest and other amenities be provided for women police officers in L&O Police Stations or other places of duty.

4. Superintendents of (i) Children Home (Where Children in Need of Care and Protection are lodged), (ii) Observation Home (Meant for temporary reception, care and rehabilitation for Child in Conflict with Law – CICL) (iii) Open Shelter (for Children in need of residential support, on short term

basis) and (iv) Special Home (for rehabilitation of CICL found to have committed an offence).

5. Child Welfare Committee Chairperson and members before whom a Child in need of care and protection – CNCP) should be produced.

6. Project Officers of Sarva Siksha Abhyan (SSA) for ensuring that Child between 6 and 14 yrs go to school for education.

Women Police Stations and Women Protection Cell

926-1. Special arrangements are made for effective investigation of crimes against women and protection of women. Women police stations are established to focus on this aspect and to inspire confidence. The women protection cell in CID is intended to monitor the crimes against women and take up serious cases for investigation as detailed in Chapter 44. The safeguards and steps to be taken for protection of women and children by the police and treatment of women offenders are contained in Chapter 18 as also in Chapter 25 on Arrests. The existence of women police stations or women protection cell does not absolve the police as a whole of its duties in this respect. There is no bar either to post men police officers to women police stations or to the protection cell, except that it is necessary that more women police officers than men are posted in those units.

Duties and Powers of Women Police Officers

2-A. The duties of women police officers are the same as are assigned to all police officers, as are attached to the post to which they are posted. All instructions and obligations, code of conduct, discipline, recruitment and training procedures, as are contained in this manual, are applicable to them.

B. The uniform rules as are applicable to men, are also applicable to women police officers except for those who complete sixteen weeks of pregnancy. In such cases separate uniform as prescribed for IPS officers (women) or Khaki colour Saree and Blouse or Khaki colour Salwar – Kameez can be worn, with shoes.

C. The privacy and other personal inconveniences peculiar to women shall be respected and necessary relief and amenities provided by the officers in charge. Malingering shall be discouraged and dealt in the same manner as done for other police officers.

D. The women police should be trained in crowd dispersal techniques (when violent women agitators are involved) by using non-lethal weapons. They

should wear helmet, sport stone-guard, poly carbonate lathi and be in a team of 3 to 5 women. In such cases they should necessarily wear shoe.

E. In the exercise of powers, the women police officers shall strictly observe the precautions, limitations and other procedures prescribed particularly in relation to arrests, seizures, searches and investigation, handling of agitations and remain at all times impartial, honest and dedicated in the discharge of their duties.

F. After the agitators are taken, they should document details of arrested women.

G. Powers of Registration and Investigation by SHOs of Women Police Stations

As per G.O. Ms. No. 412, HOME (PSC) Department, dated : 25.09.2009, 16 Women police stations functioning in the state of AP are declared as full-fledged police station to register and investigate crimes against women in their respective districts.

Sl No.	Name of the Police Station
1.	Women Police station in Srikakulam District
2.	Women Police station in Vizianagaram District
3.	Women Police station in Visakhapatnam Rural
4.	Women Police station in Visakhapatnam City
5.	Women Police station in East Godavari District
6.	Women Police station in West Godavari District
7.	Women Police station in Krishna District
8.	Women Police station in Vijayawada city
9.	Women Police station in Prakasam District
10.	Women Police station in Guntur District
11.	Women Police station in Nellore District
12.	Women Police station in Chittoor District
13.	Women Police station at Tirupathi (Chittoor) District
14.	Women Police station in Kurnool District
15.	Women Police station in Kadapa District
16.	Women Police station in Anantapuramu District
17.	Urban women Police Stations in Rajahmundry *
18.	Urban women Police Stations in Guntur *

* G.O.Ms. No. 137 Home (PSC), Department, dt: 08.06.2010

Criminal Liability of SHOs for non-registration of certain cases

Criminal action against SHOs for non-registration of IPC cases reported u/s 354, 354B, (assault or use of criminal force to woman with intent to disrobe). Sec. 370 (trafficking of persons), Sec. 370 A (exploitation of a Trafficked Child), Sec. 376 (rape), Sec.376A (Causing death or inflicting injury during rape) 376 B (rape by husband upon his wife during separation), Sec.376 C (rape by a person in authority, Sec.376 D (Gang rape) Sec. 376 E (Repeat offenders), sec.509 (causing insult to the modesty of woman), Sec. 326 A (causing grievous hurt by use of acid, Sec. 326. B IPC (attempt to throw acid). Offence u/s 166 A IPC is cognizable and bailable, with imprisonment of not less than 6 months which, may extend to two years.

Punishment to hospital management for non-treatment of rape case / acid attack victims by hospitals (either Private / Public / State / Central Government) u/s 166 B IPC (Non-cognizable / bailable)

In such cases sanction orders u/s 197 Cr.PC are not required to prosecute the erring officers.

The women officers at Police Stations should be in contact with the following officials in connection with assisting women & children for protection, payment of compensation of rehabilitation etc.

1. Protection Officers under PWDV Act, 2005 (Protection of Women from Domestic Violence Act in AP the Project Directors of ICDS of Women & Child welfare Department are designated as P.Os) for filing Domestic Incident Report (DIR).
2. District Child Protection Unit (DCPU) officers of WCD regarding implementation of POCSO Act, 2012 and Juvenile Justice (CPC) Act, 2015.
3. Special Juvenile Police Unit (SJPU) Police Officers (In AP, the Addl. SsP / Addl. DCsP (Crimes) are designated as SJPU Officers)
4. District Probation Officers of Juvenile Welfare & Street Children department who conduct home verification in ITP Act, JJ(CPC) Act, 2015 and to undertake Social Investigation Report (S.I.R)
5. Superintendents of
   (i) Children Home (Where Children in Need of Care of Protection (CNCP) are lodged
   (ii) Observation Home (meant for temporary reception, care and rehabilitation for child in conflict with Law-CICL)

(iii) Open shelter for children in need of residential support, on short term basis

(iv) Special Home (for rehabilitation of CICL found to have committed an offence)

6. Child Welfare Committee chairperson and members before whom a child in need of care and protection-CNCP) should be produced.

7. Project officers of Sarva Siksha Abhyan (SSA) for sending Child between 6 and 14 yrs go to school for education, as part of re-integration of CNCP.

E. Maternity Leave :

The grant of maternity leave on full pay to married women employees of State Govt. of AP vide G.O.Ms.No.152, Finance (FR.1) Dept, dt.4-5-2010 has been enhanced from 120 days to 180 days on par with the employees of the Government of India subject to the condition that it shall be granted to employees with less than two surviving children only. The latest Act 2017 ie the Maternity Benefits (Ammendment) Act 2017 dt. 27-03-2017 of Govt of India ammended it to 26 weeks.

That every establishment having fifty or more employees shall have the facility of creche along with common facilities.

F. Police Bhadratha and Arogya Bhadratha :

Chapter 20 of APPM may be referred for details of various entitlements like education loan to children, ex-gratia in the event of injury etc.

CHAPTER 49

Intelligence and Security

927-1. One of the principal duties of the police is collection and communication of intelligence with a view to maintain peace and order and prevention and detection of crimes. (Sec. 23 of The Police Act, 1861) The citizens have the right to efficient police service and the Intelligence Department assists the local police for maintaining public order and ensuring public peace. The Intelligence Branch of the police is intended to collect, collate and disseminate intelligence in all matters of police interest. However the criminal intelligence is the responsibility of the L&O police and Crime Investigation Department. The L&O police in addition to gathering criminal intelligence, has the responsibility of gathering and communicating intelligence on all matters. The SsP and CsP have Special Branches to concentrate on intelligence work.

2. ADGP (Intel.) monitors progress of cases registered under Unlawful Activities (Prevention) Act 1967 and matters connected with banning certain organizations. The Addl. DGP (Intelligence and Security) is the head of the Intelligence Branch of the State, subject to the control of DGP. He is assisted by such number of Inspectors General of Police / DIsGP and other officers as determined. The organisation and functions of the Intelligence Branch are contained in the manual on District Special Branches and the State Intelligence Branch.

3. The Intelligence Department is responsible for collection of intelligence directly or indirectly affecting National Security, security of the State, maintenance of law and order, maintenance of public safety, communal amity, Coastal security and economic security of the State, prevention of crime, ensuring security of vital installation and individuals facing grave threats from terrorists, insurgents, secessionists, or extremists The department also disseminates timely information and actionable intelligence to the unit officers to avert breach of peace, threats to security, public order and serious disturbances. The department also takes up measures to prevent sabotage, subversion and espionage and training / empowerment of Police personnel on deputation to learn soft skills, to enhance job performance.

4. Under the control of Addl. DGP (Intelligence and Security), there is a Special Intelligence Branch (SIB) under the charge of an officer of the rank of DIGP, to deal with all the intelligence matters relating to left wing extremism

and to coordinate all the anti-extremist operations within the state. This branch keeps liaison with the concerned officers and units of other extremist affected states, dealing with the intelligence in the field of left-wing extremism and the anti-extremist operations.

5 Under Addl. DGP (Intelligence and Security), an officer of the rank of DIGP, called DIGP Operations will be in-charge of Counter Intelligence Wing of intelligence.

6. The Intelligence Branch of the State shall send information and reports to the Government of AP and Government of India subject to orders of the Director General of Police.

7. The Addl. DGP (Int. & Security) shall be responsible for the efficient and professional working of the branch. He shall exercise such control and direction to ensure effective functioning of the District Special Branches. The collection, collation, analysis, recording and dissemination of information/ Intelligence, provision of the necessary training inputs and keeping an alert watch on the public order and security in the State shall be his main functions. Towards this end he is competent to assign duties and set tasks to officers of the branch and the District Special Branches.

8. In Vijayawada and Visakhapatnam cities, the Special Branch works under the Commissioners of Police who are assisted by Joint/Deputy Commissioner of Police and other officers. The State Intelligence Wing will maintain close coordination with the city Special Branches at Vijayawada and Visakhapatnam and vice-versa. The work of the City Special Branch may be reviewed by the Addl.DGP (Intelligence) / DGP.

9. The executive personnel of the Intelligence Branch are drawn mostly by deputation from the state police according to a quota fixed by the DGP. A percentage of posts of SIs are set apart for direct recruitment. ID Assistants are recruited from amongst type knowledge Jr. Assts./Typists who are graduates.

10. Closest liaison shall be maintained with the neighbouring state intelligence organisations and the MHA. The reports to MHA and other places shall be governed by instructions of the Government and DGP from time to time.

Security:

928-1. The security wing is a part of the intelligence branch. It is headed by an officer of the rank of an IG/DIGP. The functions of the security branch are connected mainly with proximate security of VIPs and VVIPs and also to

plan, coordinate and direct security measures for the protection of those persons who face threat to their personal security. Though the security wing provides proximate security to the VIPs/VVIPs, the responsibility for their protection rests with the District/City police. The branch also assesses 'threat perception' of various protected persons, issues guidelines to the various units in the state for ensuring their security. The other important function is to monitor the programmes and tours of the protected persons, assess information gathered and issue suitable and timely instructions to the concerned, from time to time.

2. The security wing has specially trained personnel drawn by deputation from other branches of police and trained for the purpose of providing proximate security to VVIPs who visit the State. In the districts and the city plain-clothes personnel who are trained in security duties provide security cover when the protected persons tour the State and also to those who require protection in the district. A special group in the various reserve police Units of the State is formed for providing guards as well as uniformed gunmen.

3. The State security wing draws up the training programmes specifically in respect of personal security of the VVIPs. These programmes are carried out either in the AP Police Academy or in the other security training institutions. The specialist support units like the bomb disposal squads and sniffer dogs' squads are also attached to the wing. The detailed instructions and guidelines to be followed by the various personnel providing security are drawn up and circulated by the security wing.

4. The responsibility of the wing as detailed above is carried out through its own personnel as well as through the district and city police. They are responsible for coordination of all security arrangements in the State. This wing shall issue the instructions and training for L&O police personnel and their role in making security arrangements from time to time. The unit officers are responsible to carry out all the instructions issued and to keep the personnel fully trained and alert in carrying out the security duties.

5. The Addl. DGP (Intelligence and Security) is responsible for the effective functioning and supervision of the security wing at the State headquarters. Elsewhere in Districts/Cities, security matters are handled by the Unit officers.

CHAPTER 50
Greyhounds

929-1. The Greyhounds is an elite force headed by an Addl.DGP /IGP who works directly under the DGP. This force was raised as a vital organ of the State police as it had been found necessary to keep a specially trained force as separate entity to provide for flexibility in operations. The main object of the scheme is to ensure that this force is not engaged on routine duties, which may detract from it's high level of efficiency. The main objectives of this force are:

G.O.Ms.No. 320 Home (SC.A), Dated 12-6-1989, GO.Ms.No.437 Home (Pol-G) Dept., dt.16-12-95, GO.Ms.No. 30, Home (Pol-D) ?Dept., dt.9-2-99

A. To combat left wing extremism

B. To deal with certain emergent situations arising out of unlawful activities of certain groups of lawless persons, terrorists and desperadoes;

C. To combat terrorist activities and to assist local police in this regard.

D. To deal with emergencies arising in the wake of natural calamities.

Organisational Structure

2. The Chief of Greyhounds is assisted by Group Commanders of the rank of Superintendent of Police. The Group Commanders will be in charge of such functions like Operations, Administration and Training. The Squadron Commanders, of the rank of Addl. Superintendent of Police assist the Group Commanders. The force discharges its functions through Operational Units and Headquarters Units, the number of which will be determined from time to time. The following ranks of Police Officers constitute each Operational Unit.

Assault Commander (ASP/Dy. SP/Asst. Commandant)
Dy. Assault Commander (RI/Inspector)
Asst. Assault Commander (RSI/SI)
Senior Commandos (HC)
Junior Commandos (PC)

The Squadron Commander will be in charge of specified number of Operational/Hq. Units. The Headquarters Unit consists of Communications Wing, Sniffer/Tracker Dog Squad, Intelligence group, Motor Transport and Quarter Master Wings. A consultant, with sufficient experience in the field (preferably a retired officer of the rank of DIGP) will look after training of Greyhounds, which is non-conventional in nature. A medical unit with adequate

number of doctors will be part of this force. Organisational Chart of the Greyhounds is appended to this chapter.

Weaponry and Equipment

3. The Force shall be provided with such modern weaponry, equipment, transport, communications and other facilities that are necessary for efficient and expert handling of the tasks for which it is intended.

Dress Regulations

4. The Greyhounds force shall use grey dungaree as working dress while Jungle Patch (JP) / overall dress as operational dress with out badges of ranks. Chief of Greyhounds will decide details of other dress for different occasions from time to time.

Selection and Training

930-1. The executive force will be drawn on deputation from all the cadres of police services in the state including IPS according to a quota fixed for each Unit by DGP as proposed by Chief of Greyhounds. The selection is made by the Chief of Greyhounds or on his behalf by the officers nominated by him from the eligible members of the various units in the State. On selection to the force, every member will undergo such training as per the programme determined by the Chief of Greyhounds from time to time. The Chief of Greyhounds will have the powers to repatriate any member to his parent unit if he considers him unsuitable for continuation in the force at any time.

Service and Working Conditions

2. The service conditions, Conduct Rules etc. and other connected matters applicable to the State police force are also equally applicable to the personnel working in Greyhounds except to the extent specifically provided.

3. There shall be rotation of the members of the force in all ranks to maintain the youthfulness and effectiveness of the force. The chief of Greyhounds should take all steps that may be necessary to ensure this.

4. The Chief of Greyhounds may, with the approval of DGP, allow any member beyond the normal tenure, if in his opinion he is suitable and fit enough to continue provided that no one shall be continued beyond 10 years or as determined from time to time.

5. All the police officers working in this force are eligible for special pay, allowances and other incentives as determined by the government from time to time.

6. A detailed manual of instructions containing the training for the tasks prescribed, specific duties, responsibilities of various ranks, working of the force and other connected matters should be drawn up by the Chief of Greyhounds and issued after approval by the Director General of Police.

7. The movement and operation of the force shall be task oriented under specific orders of the Chief of Greyhounds with the approval of DGP. The force deployed shall return to the Hqrs. as soon as the task is completed or with the approval of the Chief of Greyhounds when it appears to the Commander that the deployment is no longer desirable. Under no circumstances the force will stay once the operation or purpose for which it is sent is completed.

Training of State Police and Other State Police Personnel

931-1. Greyhounds will undertake training of every directly recruited SIs/RSIs, Dy. Ss.P. and Asst. SsP of A.P. as decided from time to time.

2. The Greyhounds Training Centre will organize training of Police personnel of Andhra Pradesh and other States affected with the problem of left wing extremism as decided from time to time.

2nd Battalion
Kurnool
Date of establishment
18-11-1957

Logo of Andhra Pradesh
Police

3rd Battalion
Kakinada
Date of establishment
15-12-1947

5th Battalion
Vizianagaram
Date of establishment
01-11-1969

6th Battalion
Mangalagiri
Date of establishment
15-09-1972

9th Battalion
Venkatagiri
Date of establishment
22-12-1991

11th Battalion
Kadapa
Date of establishment
10-08-1994

14th Battalion
Ananthapuramu
Date of establishment
01-10-2005

16th Battalion
Visakhapatnam
Date of establishment
05-05-2011

CHAPTER 51

Andhra Pradesh Special Police (APSP)

Organisation of Force

932. Every police officer be considered to be always on duty may, at any time, be employed as a Police Officer in any part of the general police district (Sec.27 of the Police Act, 1861). The Police Act, 1861 mandates penal action u/s 29 against police men for neglect of duty or cowardice or for use of any unwarrantable violence to any person in his custody.

The word 'Police' shall include all persons appointed under the AP (Andhra Area) District Police Act, 1859. A Police Station General Diary entry of APSP Unit reporting at a PS is important to enable the force with the requisite powrs.

932-1. There are 8 APSP Battalions, including 3 IR Bns., in the State headed by an officer of the rank of ADGP/IGP. All the Battalions are grouped into two ranges, each headed by an Officer of the Rank DIGP. The **ADGP**/IGP assisted by (2) DIsGP of APSP exercises the administrative control over all the Battalions, under the overall supervision and control of the DGP. Details are enumerated in APSP manual which is circulated by DGP AP.

2. Each Battalion will be under the command of an officer who will be of the rank of superintendent of police, designated as commandant, is the leader of the force.

3. Each Battallion will consist of one Hqrs. Coy and six or more active companies. In the administration of the Battalion, an Addl. Commandant of the rank of Addl. Superintendent of Police and three or four Asst. Commandants will assist the commandant. The Addl. Commandant will supervise the administration, discipline and training of Hqrs. Coy and all groups thereof besides assisting the Commandant on the routine administration of the Battalion. Each Asst. Commandant will be in-charge of two active companies, for their administration, discipline and training. Each coy is headed by an OC of the rank of Reserve Inspector (R.I) who in turn will be assisted by RSIs who are platoon commanders.

933-1. The Andhra Pradesh Special Police, is an armed police force, on the lines of Para-military forces, reckoned with special training, preparedness and rapid deployment capabilities across the state. Its main role is to assist the local Police in times of emergencies. This force pays a crucial role in the maintenance of law and order, dealing with agitations and unrest, providing

security to vital installations, establishments and VIPs apart from tackling extremism, terrorist threats and responding to various emergent needs like rescue and relief operations during disasters and natural calamities, elections, communal outbreaks etc. Since inception it has been in the forefront in the battle against the left wing extremism, directly as well as by lending its ranks to specialized agencies designated exclusively to combat left wing extremism.

2. It may be used to prevent organized crimes, to curb the activities of subversive and terrorist elements, or as deterrent against possible outbreaks of mob and communal violence.

3. It may also be assigned any other duties by the State Government, such as guarding of vulnerable points, manning of punitive Police posts, anti-smuggling duties and rescue and relief operations during serious natural calamities.

4. It may also be called upon to maintain Law & Order within the Country in close Co-operation with other state police or the Armed Forces of the Union.

5. In the discharge of the above duties, the force may be deployed, **more than platoon strength** by the Director General of Police, in any part of the State or outside the state.

6. The APSP also functions as the pre dominant feeder organization to other specialized state level outfits such as the Grey hounds, Octopus, Intelligence security wings etc; amongst others on deputation. APSP caters 84% of strength to the Grey Hounds, 50% that of Octopus and 56% that of Intelligence security wing on deputation apart from comprising sizeable elements of various other specialist outfits and organizations.

Deployment of A.P.S.P.

934- 1. The operational deployment of APSP shall be on the specific orders of Director General of Police.

2. When called out, the Andhra Pradesh Special Police will function under the operational control of the Superintendent of Police / Commissioner of Police, or the Senior Officer under whom they are assigned, but for all matters of administration, discipline and the actual tactical handling of the force, they will be under their own officers and there should be no interference in these matters by local police authorities and the deployments will be more than platoon strength. The SHO shall make General Diary entries regarding time / date / Strength.

3. Superintendent of Police of the District / Commissioner of Police in cities in which the force is deployed is responsible to arrange for the basic amenities before the deployment is ordered. These include providing reasonable accommodation with adequate camp security, cooking, water and toilet facilities, lighting etc., and the vehicles or POL to APSP vehicles for duties in the district / Commissionerate.

4. The APSP should normally be deployed in platoon formation as there are neither administrative or logistical facilities available for formation of less than platoon strength nor the force is trained and equipped for the deployment in twos and threes. In emergency circumstances where it is inevitable to deploy in strength less than a platoon, the arrangements should be worked out by the Superintendent of Police of the District / DCP of the zone where the force is deployed in consultation with the Commandant of the Battalion concerned and that too for a short period keeping in view the logistic requirements. In any circumstances the APSP force should not be deployed in less than one section strength, as it conflicts with the basic charter of duties and training imparted to the force.

5. The Hqrs. of each APSP company should be located in such a manner that communication facilities are available with the OC so that he will be in a position to exercise effective control over the platoons deployed away from company Hqrs. At least one platoon should be available where the head Quarters is located. The location of Coy head quarters should be done by the Asst. Commandant concerned in consultation with a senior officer of the civil police of the area where the force is deployed.

6. The Andhra Pradesh Special Police is complementary to the civil police and it should ordinarily be called upon to assist the civil police only when the situation goes beyond the control of the Civil/Armed Reserve force of the District / Commissionerate.

7. In case where a combined force consisting of elements of the Andhra Pradesh Special Police and the Civil Police embark on an operation, the senior most Officer will be in-charge irrespective of whether he is from the Andhra Pradesh Special Police or the civil police. Due ' briefing' and ' de-briefing' are required to be done by the concern Civil Police Officer.

8. In deploying the APSP forces for operational functions or in assigning them a particular task, clear indication of the objective, terrain, communication and other relevant particulars should be given to the Commander of the Andhra Pradesh Special Police forces and there should be no room for

doubt or ambiguity. It should be clearly settled between the APSP Commander and the Local Civil Police, as to what is required to be done by the APSP so that there is no scope for any ambiguity or misunderstanding on this score. While assigning the task to the APSP the civil police should also give APSP officers benefit of their knowledge of local conditions and make what ever suggestions they think would be helpful. However, it has to be clearly understood that the APSP's role is not to be regarded as replacement for Civil Police role. The civil police must, therefore, refrain from interfering with the APSP operations and leave decisions as to the strength, composition and equipment of the force and the method of carrying out the operations entirely to the APSP officers and men, once they are given a specific task by the civil police. The civil police who accompany the APSP operational force shall not leave the force till the operations is completed and return to the base camp or coy Hqrs.

9. A civil police officer of or above the rank of a Head constable will invariably be attached to the APSP platoons and this civil police officer will accompany the APSP force when moved for raids and combing operations in the field area and also for controlling the unruly mobs.

When APSP is deployed outside the State

10. The Special Police on deputation should proceed to the borrowing State with its full complements of officers and men, transport, equipments, riot-gear Public-address system stores, tents and Arms and Ammunition etc. as per the scale prescribed scale.

11. The borrowing State should provide suitable accommodation for the borrowed force in proper police lines or other suitable place away from congested public localities, whereby close contact with the public can be avoided. It will be the responsibility of the borrowing state to ensure that the borrowed forces are provided good facilities for water, messing arrangements and wash room facilities at the place of stay, and facilities for the procuring of rations and other essential provisions etc. An officer of the rank of Asst. Commandant shall proceed in advance to the borrowing state to have discussions regarding providing of logistic facilities to the force by the borrowing State.

12. The borrowed force is responsible for the security of their camp including the mounting of guards, posting of sentries and preventing the un-authorized persons from entering the camp area. To enable the borrowed force to

enforce proper security measures in their camp, the intelligence input by the local police and the co-operation and assistance of the local authorities of the borrowing state will be sought for.

13. The APSP is having separate manual called "APSP Manual" in terms of G.O.Ms.No. 516 Home (Police-D) department dated: 11-11-1983, which should be referred to, for detailed instructions and standing orders.

Appendix. "A"

BASIC/MINIMUM INFRASTRUCTURE REQUIRED FOR A COMPANY

(To be provided by SsP /CsP in Districts / Commissionerates)

Sl. No.	Item	Size	Nos.
1	Barracks for accommodating coy personnel	16' X 64'	03
2.	Office/ WT/Store	16' X 64'	01
3.	Kitchen / Dinning cum Recreation cum conference hall	16' X 64'	01
4.	Officers Hostel (size 16' X 64') with BHK + Toilet including	16' X 64'	01
5.	Barrack for Kota / Magazine	16' X 32'	02
6.	Toilets		10
7.	Bathrooms		10
8.	Morcha		05
9	Watch Tower / Morcha + Guard Room		02

1) Role of Commandant :

a. The Commandant of the rank of a Superindent of Police as the head of the Battalion is responsible for all matters relating to its administration, maintenance of its discipline, training and the efficient performance of all his duties. He should inspect half the number of companies of his battalion once in a year and send inspection notes to the Deputy Inspector General of Police, Andhra Pradesh Special Police Battalions. He should endeavor by frequent visits and personal inspections to establish and maintain efficiency and discipline in the battalion. During his visits/inspections he should hold orderly rooms for each company to examine any requests made by the member of the Unit.

b. He should meet the concerned SsP/DCP/CP during his visits to places of deployment and sort out administrative and deployment issues. The Commandant must inspect one or two branches of his office. He will check

the Cash Books, both Government and Non-Government and audit the 'F' Challan register at least once a week. He should forward to the Director General of Police through his Dy. Inspector General of Police Bns., and the Special IG (Bns) by the 5th of each month a monthly report as prescribed in order No.53 of APPM Part-I.

c. He should instruct the subordinate officer to insist on provision of basic infrastructure required for a company, besides sending advance message to concerned SsP / CsP. The subordinates should be asked to get a copy of General Diary entry of the Police Station regard reporting of the APSP Platoon / coy. A G.D. entry enables the APSP to operate in their jurisdiction.

d. Being the leader of the Battalion, he should exhibit leadership qualities, be accountable, be transparent, be accessible, and be sensible with right attitude towards subordinates and their families.

e. He should focus on Human Resources Management (HRM) i.e. optimal utilization of existing man power and Human Resources Development (HRD) i.e always enhancing the capabilities of the force by capacity building trainings, specialized trainings, devising and implementing standard operation procedures on-job reviews, briefing and de-briefing of the force he commands and be a role model.

f. He should constantly improve his own skills and upgrade his knowledge levels of various policing problems and solution thereof.

g. He should take care of family welfare and health of the unit personnel.

2) Additional Commandant :

(i) The Addl. Commandant of the rank of Addl. SP will be in command of the Hqrs. Coy and all groups thereof. When he is assigned operational duties, likely to last for more than a month, he will hand over the command of the Hqrs Company to the Assistant Commandant nominated by the Commandant.

(ii) When assigned operational duties, the Addl. Commandant will

1. Exercise general supervision and control of Platoons / Companies posted in that area.

2. Arrange for supplies and management and providing amenities to the platoons/companies under his command.

3. Maintain liaison with the Civil Police Officers in the area and supervise planning and execution of the various tasks allotted to the forces under his command.

4. Comply with the other orders issued by the Commandant from time to time, with regard to the administration and deployment of the platoon/companies posted under his command.

(iii) He will be responsible for conducting training of the Battalion personnel and running of unit cadres and also deputing personnel for army / police courses of instructions as and when vacancies are allotted for the same. He will attend parades on all working days.

(iv) He will be responsible for conducting and supervising operations and deployment of companies when ordered to do so by higher authorities and take up 'briefing' and 'debriefing'.

(v) The Addl. Commandant will be responsible for the security of the personnel and property on charge of the Battalion.

(vi) He will be responsible for the coordination and supervision of the work of the battalion headquarters and also subordinate officers.

(vii) He will be responsible a) for drawing the pay and allowances except TA and DA for all Unit personnel, b) for the verification of cash balances and checking of the cash books of the Battalion office and c) audit of 'F' Challan Register, bills vouchers and d) battalion cash books.

(viii) He will supervise the work of Unit Motor Transport Office, Bn Quarter Master and Store Supdts. He will also inspect vehicles and Battalion Headquarters once a week.

(ix) He will be responsible for the monthly condemnation and auction of condemned stores.

(x) He will be responsible for the sports and welfare of the unit personnel and in that capacity he will be ex-officio vice-president of all the unit welfare institutions. Powers of financial sanctions however, relating to the sports and welfare will rest only with the Commandant.

(xi) He will carry out annual inspection of half the number of companies as directed by the Commandant. As far as possible the companies inspected by the Additional Commandant in one year will be inspected by the Commandant next year.

(xii) He will audit the accounts of Head-quarters company and all accounts maintained by other junior officers of Head quarters company, once in two months.

(xiii) He will be the second-in-command and assist the Commandant in all administrative matters and office work and will attend to any other duties which may be assigned to him by the Commandant.

(xiv) He will be responsible for passing the indents for clothing, stationery, arms and ammunition and other articles.

(xv) He will be responsible for verification of service of non-gazetted subordinates as laid down in rule 12, Part-III of Annexure-II of fundamental rules.

(xvi) The Additional Commandant will in the absence of the Commandant perform that officer's duties. He should forward to the D.G.P. through his Commandant, D.I.G. (Bns) and Special I.G. (Bns) by the 5th of each month a report as prescribed in order. No.53 of A.P.P.M.Part-I.

(3) Assistant Commandants (AC) :-

(i) The Assistant Commandant of the rank of Dy SP rank will be in-charge of tewo (2) or more active companies as detailed by the Commandant and they will be known as Wing Commanders. The A.C is generally responsible for all matters affecting the companies under his control and is directly responsible for their efficiency, discipline, training, morale and welfare.

(ii) He will inspect each company once during the year.

(iii) He will audit the accounts of each company once in 2 months.

(iv) He will check the cash balance in each cash book maintained by the O.C. at least once in two months by surprise. This is besides his check at the time of audit.

(v) He will hold orderly rooms at least on two days in a week. If the Coys are at Bn. HQrs, and if they are deployed for operational duties, he will hold the orderly rooms whenever 'he visits the AOPs.

(vi) He will scrutinize the training programmes drawn by the companies each week and ensure that they are strictly according to the training directives issued by the Commandant. He will also see that the training of the men is satisfactory and that the junior and sub-Junior Officers, are proficient in their work.

(vii) He is responsible for conducting the annual range practices and arranging extra training for those who may not qualify. Reflex firing practice need to be conducted.

(viii) He will inspect the arms and ammunition of the companies on his charge at least once in two months.

(ix) He will inspect the Government property with the half yearly returns once during the year. This will be done at the time of inspection.

(x) He will inspect the family quarters along with the AP State Police Housing AE/DE, on charge of companies with him, once during the year at the time of annual inspection and submit details of repairs etc., to the AE/DE through CMT.

(xi) He will inspect the Cook houses of each company at least twice a month. If the Coy under him is deployed on operational duty, he will inspect the cook houses whenever he visits the AOPs. He will ensure that the messing is satisfactory, clean and economical and that the men have no complaints.

(xii) He will exercise close personal supervision over the companies to ensure that their work is satisfactory. Ensure their health and family welfare.

(xiii) He should scrutinize the P.E. reports and ensure the thoroughness of the enquires. After a thorough enquiry is made, he should forward the report to the Commandant with his remarks. The decision whether the defaulter should be dealt with on a punishment roll or orderly room will be taken by the Commandant.

(xiv) The gap between two inspections of the same company should not be less than 2 months. The guide-lines for inspection of companies by Gazetted Officers are given in Appendix No.III. He should forward to the Special I.G. (BNs) through his Commandant and the D.I.G. (BNs) by the 5th of each month a report as prescribed in order No.53 of A.P.P.M-Part-I.

4. Officer Commanding (O.C) :-

Each O.C of the rank of Inspector of Police will be responsible to the Wing Commander for the efficiency, discipline training, administration messing morale and welfare of all ranks in his company. His duties and responsibilities are as follows:-

(1) He is responsible for making out the training programme according to the training directive issued by the Commandant for each week well in advance and for obtaining the approval of the Wing

Commander. He will ensure that all training is carried out efficiently with definite and clear leaning outcomes.

(2) He is responsible for seeing that all training equipments are in serviceable condition and that indents are placed on the quarter master for any training equipments required.

(3) He is responsible for carrying out such extra training of junior officers and Sub-Junior Officers as needed for their efficiency. In order to ensure proper training to junior officers in administrative matters, the administration of the company will be divided into 3 groups as follows:-

"A" Group-Correspondence, company records, cash accounts, welfare and messing.

'B" Group-Training, Schemes, Sports and Games.

'C" Group-Government properties, transport, movements, barracks, sanitation, canteen and stores.

(4) Platoon commanders in the company will each be allotted one group by rotation for a period of 4 months when the company is stationed at one place so that in the course of a year they may gain all round experience in the company administration.

(5) This distribution will not absolve the company Commander of his personal responsibility in respect of the company administration and every branch of it will be closely supervised by him.

(6) He is responsible for the correct accounting of the stores and equipment on his charge. He will make frequent visual checks not less than once a month in this regard. He will also see that all the stores and equipment are serviceable.

(7) He is responsible for indenting on the store accountant and the quarter master for the clothing kit, equipment and stationery required for his company each month on the due date.

(8) He will ensure that all the personnel in the company are clothed and equipped correctly according to scale. He will submit loss or deficiency statements regularly each month on the due date. He will ensure that the platoon Commanders hold kit inspections once a month on the first Thursday and submit reports to him.

(9) He is responsible for ensuring that all the weapons on his charge are properly looked after and are in a serviceable condition. Any discrepancy in the weapons or damages will be promptly reported to the Commandant. He will check all the arms and ammunition on his charge and record their correctness or otherwise in the general diary

every Saturday. He will hold arms cleaning parade every Thursday and receive reports from platoon Commanders.

(10) He is responsible for the satisfactory running of the mess for the men. He will closely supervise the work of the mess officer particularly in regard to purchases and will inspect the mess and the ration stores by surprise at least once a week.

(11) He is responsible for the drawal and disbursement of pay and allowances of the personnel of the company and for promptly bringing to the notice of the Commandant complaints from the men, if any in this regard.

(12) He will ensure that all the cash books both for government and private funds are maintained correctly and that daily balances are struck each day, whenever there are transactions.

(13) He will hold orderly room for the men on each working day, except Thursday; to receive complaints and requests from the men and also to dispose off disciplinary cases.

(14) He is mandated to take keen interest in the welfare and solving the problems of the men, and bring to the notice of the Wing Commander such cases which he may not be in a position to deal with himself.

(15) He will maintain general diary in form P.B. New 62., (of APSP manual) wherein he will record all events in the company. The diary will be maintained on all days commencing at 1000 hours and closing at 1000 hours the next day. It will be in duplicate and the original copy submitted to the Wing Commander immediately after it is closed. He should forward to his Commandant through his Assistant Commandant by the 5th of each month a report in the form given in Appendix-XXI of APSP Manual.

5. Platoon Commander:-

Each Platoon in an active company will be in-charge of an officer of the rank of Reserve Sub-Inspector, designated as Platoon Commander. His duties are as follows:-

(1) Whenever he reports for duty at any Police Station he must ensure that the SHO makes a G.D. entry of the force strength, date and time of reporting and he should send a TPM to his Commandant about the same.

(2) He is responsible to the company Commander for the drill turn out, training and discipline of his men, for the serviceability and correctness of the kit, clothing, accouterments and arms on their charge and for cleanliness of the barracks they live in.

(3) He will examine, thoroughly all cases of irregularities which may occur in his platoon and will pass on for decision by the O.C. such cases as he may not be in a position to dispose off himself.

(4) He must have an intimate knowledge of his men and will ensure that all reports made by them are promptly and correctly settled.

(5) He is responsible to see that all the clothing and necessaries of men are properly marked immediately after issue. He will maintain a kit deficiency register in which he will mark all the deficiencies or losses noted by him during his monthly inspections.

(6) He must acquaint with the area where his platoon is posted and get a thorough 'briefing' from him of the specific duties to be performed by his platoon and request for suitable accommodation with electricity, water and toilet facility for the force.

(7) He is responsible for inspecting the arms every week and bringing to the notice of the O.C. any defects or damages discovered by him.

(8) He will inspect the barracks daily before early morning parades to ensure their cleanliness and also that the men have arranged their kit according to the accepted procedure.

(9) He will supervise the messing and welfare of the men.

(10) He will maintain a general diary like in the company when on independent charge of a detachment.

Confidential

MONTHLY REPORT

Monthly Report of Sri ..... Commandant/Addl.Commandant/Astt. Commandant….. Bn, A.P. Spl. Police.,....., District for the month of.....20…..

PART-I (General Review)

Mention name of the company with deployment date along with the area police station and name of the District / Commissionerate :

1.	Force deployment for Law & Order purpose :	
2.	Force deployment for crime purpose	
3.	Force deployment for disaster management	
4.	Force deployment for Left-wing extremist Operations (With PS & District area where force is deployed)	
5.	Force Deployment for guarding Police Station / Circles / Sub-divisions / Vital installations (including Central jail) with area PS / Districts.	
6.	Communal activities area policing. (with PS & District / City area where force is deployed)	
7.	Force deployment on major Bandobust duties like festivals / elections / Pushkarams etc.	
8.	Force deployment for VIP static guard duty / escort duties	
9.	State of Discipline	

PART -II

I.Itineration of Sri.....,Commandant / Addl. Commandant/ Asst. Commandant , _____……Bn. APSP.,

FOR THE MONTH OF_____20_____.

Date	Hours		Place		KMS	Purpose	Mode of Journey
	From	To	From	To			

PART – II

II. INSPECTION OF DETACHMENTS, COMPANY OFFICES AND OTHER RECORDS OF BN. APSP, Dist.

Total No. of companies	Location of the company PS and District / City	Number of companies inspected prior to the month under review	Number inspected during the month under review	Remarks
1	2	3	4	5

VISITS TO APSP COMPANIES OR DETACHMENTS (OTHER THAN INSPECTION)

Name of the company	Date	Place of Deployment with PS name / district	Purpose of Visit	Date of Submission of Visiting Notes
1	2	3	4	5

IV. DATES OF:

Parade Attendance :
Visit to RPCs barrack :
Visit to Unit Canteen :
Visit to Armory :
Attended to Roll Call :
Visit to M.T. Park :
Visit to B.W.O. Stores :
Visit to men quarters :
Visit to Unit Hospital :
Orderly Room :
Durbar :
Parade :
Kit Inspection :
Visit to Battalion

Training Centre

V. Orientation training/Courses attended by the Officer.

Name of the Course	Place of training	Duration	Learning Points
1	2	3	4

VI. In service / In house trainings conducted by the Officer

Name of the Course	Place	Nature of training	Result
1	2	3	4

VII. Oral Enquiries: - (Give a list of all disciplinary pending Oral Enquiry)

Name of the delinquent with No. / rank	Date of entrustment of OE	Date of				Stage at which the enquiry stands
		Proceedings	Discoveryof the Delinquency	Charge	Explanation	
1	2	3	4	5	6	7

VIII. Matters of interest (Which the Officer would like to mention)

1.

2.

Addl. Commandant/
Astt. Commandant.
Bn. APSP.,

MISCELLANEOUS WORK

1.1

Forwarded to the Dy.Inspector General of Police….., APSP Battalions Head quarters for favour of perusal.

Commandant,

….Bn.A.P.Spl.Police.,

CHAPTER 52
Home Guards Organisation

935-1 The Home Guards Organisation is intended to provide trained volunteers to help, assist, supplement and handle essential services like electricity, transport, fire services, water works, nursing and first aid through its functional units, as an auxiliary to the police. Home guards will perform the duties and tasks assigned by the organisation to which they are deputed and are subject to all responsibilities and obligations attached to that post or duty. They will exercise the powers and enjoy the protections attached to the organisation by which they are employed.

2. The organisation consists of volunteers who are called home guards. All volunteers with prescribed qualifications are given initial training of such nature and duration as laid down. The membership of home guards organisation is open to all fit persons whether employed or unemployed. The employers whether of Government or private have instructions to relieve the employees who are home guards, when they are drafted for any duty with full pay. Besides their normal pay, they are entitled, for the period they are employed on any duty as home guards, for such remuneration as prescribed by the Government from time to time. Membership of the home guards organisation is not an employment, but is a volunteer service. They offer to receive training during peacetime and place their services at the disposal of the Nation during the country's hour of need in peace or wartime. While discharging the duty as home guards, they are deemed to be public servants as defined both in the Indian Penal Code and the Prevention of Corruption Act.

3. There is no special enactment for home guards and therefore they are guided by the instructions issued by the Government of India from time to time. These instructions / guidelines are contained in the Compendium of Instructions on home guards of the Government of India published by the Ministry of Home Affairs in 1994 and thereafter. All police officers and the officers in charge of home guards should be familiar with these instructions.

4. The home guards organisation has two categories. The first category is those who are volunteers and work only occasionally or when required in emergencies. They are employed in several capacities including gazetted ranks in Government, public sector and private organisations. The second category is those who have no particular employment or avocation but volunteered to work continuously.

5. The control, administration and deployment of home guards throughout the State shall vest with Director General of Police (DGP) who is

designated as the Commandant General of Home Guards. The Inspector General of Police Home Guards and the Zonal IsG/DIsGP are designated as Additional Commandants General, Home Guards. The IGP Home Guards at the State Headquarters for the entire State, the Commissioners of Police of cities and SsP of the districts are designated as Deputy Commandants General for their jurisdiction. One Addl. SP or DCP/Addl. DCP shall be Commandant Home Guards of that unit and work under the supervision of the SP or CP, as the case may be. Civilians drawn from the first category may be appointed as platoon, company commanders and also as Additional Commandants home guards at district/ city level or as Deputy Commandant General at State level. The DIG Home Guards is assisted by one senior staff officer of the rank of Addl. Superintendent of Police and one junior staff officer of the rank of Deputy Superintendent of Police and other staff at the state level. At the district level one officer of the rank of DSP designated as Deputy District Commandant, assisted by such staff as are authorized, shall be in charge of the home guards in the district. The other staff, vehicles, equipment, uniform and other accouterments shall be as per scale laid down in Chapter 2 and 3 of the Compendium.

6. The civilian office holders of the rank of Additional Commandant and above will have powers of supervision of work of Home Guards who are deployed on duties and assist the Commandant and Deputy Commandant General in maintaining discipline, skills and satisfactory performance of duties. They are to be associated with all the activities of Home Guards. Only those who attend the parades regularly or other duties should be chosen and appointed to those posts by the Commandant General. The ranks are purely honorary and do not carry any salary or perks except the remuneration permissible. They shall be eligible for TA and DA if called upon to perform duties, at the rate admissible to those of the corresponding ranks drawn from police or the posts in which they are employed, whichever is advantageous. They should be provided with office accommodation in the office of Commandant Home Guards and at the State level in the office of the Commandant General.

Strength and Enrollment

7. The strength of Home Guards shall be as determined by the Government from time to time. The relative strength of the two categories also shall be as determined by the Government. The scale recommended for raising the home guards is one Company of 110 persons for two or three mandals. It is advisable to draw volunteers from each Panchayat. In urban areas a company of 110 may be raised for every 25000 population. However,

since the cost of home guards is borne by the Government of India, they have allotted certain practical targets for the home guards in each state. The IG home guards should in consultation with the Unit officers assess the practical needs of the State in the light of the situations that have to be faced and forward proposals for enhancement of the strength after approval by the Director General of Police and the Commandant General of home guards.

8. The home guards is a voluntary organisation and almost all ranks up to company level are volunteers. A small number of full time paid staff for training, command and control is authorised at city/town, district and state levels. After completion of their prescribed tenure they are eligible for re-enrolment. Retention of home guards over a long period erodes the voluntary character of the organisation. As far as possible unemployed persons should not be retained as home guards over a long period so as to preserve the voluntary character of the orgnisation.

Enrolment and Training

936-1. The home guards are recruited by the Committee consisting of SP/CP and two other members as per G.O.Ms.No.99 Dt.15-4-99 of Home (Police-H) Dept., for their respective areas. They are trained by police officers at the district training centres or any of the other training institutions where facilities are available. The training will be of 2 months duration in PT, elementary foot and arms drill and other modules consisting of work in electricity, transport, communications, fire fighting, rescue, medical and health, civil defence, police and such other essential services as may be prescribed for the functional units. In every district and city Home Guards should have adequate number of functional units based on an assessment of requirement in emergencies.

The eligibility for recruitment as a home guard is given below :

1. The candidate should be a Citizen of India.
2. He / she should have completed 18 years of age on the day of commencement of the selection process.
3. Those who are above 50 years are not eligible.
4. He / she should have passed SSC.
   (VII Pass in case of Category 'B' and 'C').
5. Should have satisfactory character and antecedents.
6. Should be medically fit.
7. Must be local candidates of the unit area.

8. Men should be 165 cm in height. (160 cms in case of STs and categories B & C)

   Women should be 150 cms. (Relaxation of 5 cms in case of STs only.)

II. The Selection Committee to be constituted for recruitment of Home Guards shall comprise of the following:-

1.	SP / DCP on behalf of CP	:	Chairman
2.	Addl. SP of neighboring district to be	:	Member nominated by CO
3.	Commandant, Home Guards or any	:	Member commandant of APSP to be nominated by CO

One month before the actual recruitment, the unit officer must work out a statement of vacancies of Home Guards under categories A and B and send the same to Chief Office for its approval. At least one week before the commencement of selection process, the unit officer must put up the list of vacancies on the notice board and give wide publicity through local dailies while inviting applications from the prospective candidates.

The unit officers are permitted to get the application forms printed serially and sell the same to the prospective candidates @ Rs. 25/- each and such payments must be made to the unit officer through Demand Draft only and the amount so collected shall be used towards expenditure involved in the conduct of events, videography, etc. It will also contain the dates for submission of applications and schedules for PET. No waiting list of Home Guard will be valid now onwards.

III The categories for the purpose of selection of Home Guards shall be as under:-

Category-A	General Duty	L & O, Traffic, Crime
Category-B (i. Max. of 20 % of the total sanctioned strength of HG's for the Unit, excluding deputation strength.)	Technical & Other Trades	Auto Electrician Auto Mechanic Bandsman Barber Book Binder Carpenter Cobbler Compounder / Pathologist / Physiotherapist / Radiologist Computer Operator / Programmer Cooks Dhobhi / Washerman Draftsman Driver (HMV / LMV) Electrician Fitter Gardener Instructor Mason Mechanic - Machine Painter / Whitewasher Plumber Sanitation / Maintenance Staff Stenographer Tailor Telephone Operator Typist Welder Xerox Operator / Photocopier Mechanic Electronic Appliance Mechanic Water Carrier Wireless Operator
Category-C	Compassionate Appointment	Dependents of deceased Home Guards, Policemen and Ministerial Staff working in Police Department.

i) **CATEGORY – A**: **(GENERAL DUTY: L&O, TRAFFIC, CRIME)** For the major part, HG's are needed to assist the police in law & order duties, traffic, intelligence gathering and other PS / Office level duties.

Only Category- A will be eligible for deputation outside the Police and they need to be rotated regularly after a period of 6 months.

ii) **CATEGORY – B: (TECHNICAL and OTHER TRADES)** Skilled and technical persons may be recruited as home guards to take care of practical needs of units. Moreover during emergencies, strikes, public disorder, etc., skilled home guards are utilized to take over essential services like driving, water and electricity supply, etc. It is decided to limit the total number of home guards under the Cat.-B to 15% of the total sanctioned strength of home guards for the unit, excluding the deputation strength.

iii) **CATEGORY – C:** Compassionate appointment of dependents of deceased home guards, policemen and ministerial staff working in police department.

IV Physical Efficiency Tests for the selection of candidates shall be as under:-

A Qualifying Test for Category A & B only.

Category 'A'	Category 'B'
Men (800 Mtrs)	Men (800 Mtrs)
170 secs	200 secs

B**Physical Efficiency Tests for the purpose of Merit List for Category A only. Total Marks = 150 @ 50 marks for each event.**

Men **Women**

Running 100 Mtrs	**Running 100 Mtrs**
a) 11 sec & below - 50 marks	a) 16 sec & below - 50 marks
b) 11.1 sec -13.9 sec - 40 marks	b) 16.1 sec -17 sec - 40 marks
c) 14 sec – 15 sec - 30 marks	c) 17.1 sec – 19 sec - 30 marks
d) 15.1 & above - 0 marks	d) 19.1 & above - 0 marks

Men **Women**

Long Jump	**Long Jump**
a) 5.01mtrs & above - 50 marks	a) 3.5 mtrs & above - 50 marks
b) 4.80mtrs – 5.00 - 40 marks	b) 3.0mtrs – 3.49 - 40 marks
c) 3.65mtrs – 4.79mtrs- 30 marks	c) 2.99 mtrs – 2 mtrs - 30 marks
d) 3.64 mtrs & below - 0 marks	d) 1.99 mtrs & below - 0 marks

Men	Women
Shot-put : Weight 7.26 Kgs	**Shot-put : Weight 4 Kgs**
a) 9.61mtrs & above - 50 marks	a) 5.61mtrs & above - 50 marks
b) 9.60mtrs – 8.00mtrs- 40 marks	b) 5.01mtrs – 5.60 - 40 marks
c) 7.99mtrs – 6.00mtrs- 30 marks	c) 5.50mtrs – 5.00 mtrs - 30 marks
d) 5.99mtrs & below - 0 marks	d) 4.99mtrs & below - 0 marks

N.B.:

1. Procedure for selection for each category should be explained to the candidates before commencement of selection.

2. The Score Sheet of the events must be signed by all the 6 candidates of a particular batch and also by the Supervisory officers.

3. In case, the number of candidates is more than the number of vacancies in a particular Trade in Category – B, the result sheets with the marks given by the examiners, shall have to be signed by all the candidates in a batch and merit list prepared for each trade.

4. Merit list in each category and for each trade should be prepared on the spot.

5. (a) List of selected candidates along-with the Score sheets should be sent to the Addl. DGP, HG's, through the fastest means for approval and once the Home Guards Head Office approval is received, **provisional list of selected candidates** should be displayed on the notice board of the unit and communicated to the selected candidates.

(b) **Selection shall be subject to medical fitness and satisfactory antecedents.**

6. Copy of the D.O. containing the names and other personal particulars of the selected candidates will be sent to the Addl. DGP, HG, for record and future reference.

7. The Unit Officer and the Unit Home Guard Office shall maintain the list of candidates with reference number of the Recruitment DO of each candidate with a scanned copy of photo against the name of each HG.

8. Responsibility for fair and transparent recruitment shall be on the Selection Committee which will be liable for any irregularity.

9. (a) The total number of home guards recruited and working under Cat.-B (Tech. & Other Trades) shall not exceed 20% of the entire sanctioned strength of Home Guards for the unit.

(b) The sanctioned strength will not take into account the deputation strength which the unit is supposed to provide to organizations outside the police department.

10. Joining as Home Guard under one category shall not make a Home Guard eligible for subsequent shift to another category. For conversion from Cat.-B (Technical and Other Trades) and Cat.-C (Compassionate Appointment) to Cat.-A (General Duty) he / she must appear in Tests and qualify in the merit list of that category.

11. Result sheets for Physical Efficiency Tests in each event shall be signed by all the candidates of the particular batch besides the supervisory officers.

12. Each event will be video graphed for ensuring transparency.

13. Result will be compiled based on the score secured in the above three events.

For selection under Category 'B' - Certificate from ITI or a reputed institution shall be given weightage of 75 marks. The skill tests shall also carry of 75 marks. For the purpose of selection two experts from related departments should be invited to assist the selection committee in testing and rating the efficiency of the candidates in technical trades. The committee shall invite professionals from other departments like RTA / RTC for assisting in selection of motor drivers or mechanics, the Health Department to choose Paramedics for Police Hospitals or Clinics, Nutritionists for selecting Cooks for police establishments like DTC, etc., Municipal Health Officer for recruiting health and sanitation staff, and so on.

CATEGORY 'C': In case, a home guard, who is on the rolls of the unit, expires, one dependent of the deceased home guard, may be recruited as HG to provide succour to the family. Similarly, a member of the family of a serving policeman or ministerial staff in the police department may be appointed as HG, in case of his death. On recruitment, such candidates shall be taken in the prescribed quota under Category 'B' only. One candidate only from the bereaved family shall be given eligible to be recruited and selected under Category 'C'. Once he / she gets a regular employment, on compassionate grounds, his / her name shall be struck off from the roll of home guards.

The Unit Officer is allowed to appoint the dependent as Home Guard and recommend the case to the HG H.O. for post facto approval.

Training

4-A. The volunteers who are enrolled are trained for 2 months initially. The course content of the induction training shall be as determined by the Commandant General Home Guards. It shall specifically include physical training, elementary drill including arms drill and other subjects, which would be necessary for the discharge of allotted duties. The training in special skills of different categories for functional units should be arranged with those institutions or establishments on a continuous basis. The attendance at weekly parades is also intended to update the home guards and should not be confined only to exercises and drill.

B. The venue for initial training will be the district/Unit training centres or other training establishments. There shall be a Central Training Institute for Home Guards for training of trainers and orientation courses for various honorary rank holders and officers of the organisation. The District Training Centre and the Central Training Institute shall be organised and run on the lines indicated in the Compendium.

Discipline and Administration

5. Every member of the home guard is bound by a code of conduct for rendering public service honestly, impartially and with competence and to conduct himself in a disciplined manner respecting and complying with the rules and regulations of the organisation to which he is deputed. The officers of the police who are in charge of home guards and the civilians who hold ranks in the home guards organisation should treat the home guards as volunteers and not as subordinates. They should maintain discipline in the organisation, keep the home guards fully trained, guide and supervise them in the performance of the assigned tasks.

6. The home guard is bound to serve anywhere in the state for a minimum period of 3 years and eligible for extension of service up to the age of 60 years if he is willing. The Commandant Home Guards for good and sufficient reason accept the resignation of a home guard or discharge him at any time before the expiry of the term. An appeal is however permissible in case of discharge to the Deputy Commandant General, Addl. Commandant General or Commandant General.

7. The Commandant, the SP or the CP as the case may be and those officers superior to them are empowered to suspend or remove or impose a fine not exceeding a sum prescribed as daily allowance on any home guard under his control for neglect or refusal to discharge the duties and responsibilities entrusted to him or fails to obey any lawful order. An appeal against any such order lies to the Commandant General or the State Government within a period of 2 months.

8. Refusal to perform a duty assigned or desertion from the duty for any reason without proper intimation may entail prosecution as per the laws governing the organisation to which he is deputed.

9. The home guards should function as per the orders of the officers of the department to which they are attached and in case of police department they should work as per the orders of the officers of the rank of Sub-Inspector and above to whom they are attached for any violations of law committed while on duty. If he / she is involved in any crime, it will be dealt with as per law.

10. The sanction of the Commandant General shall be necessary for the prosecution of any home guards in a court of law.

937-1. The home guards organisation is a voluntary organisation and the employees of both Central and State Government or private organisation are free to join and enrol as home guards. Hence they have to be permitted to call up duty in the home guards up to 60 days in a year with full pay. The remuneration paid if any for service as home guard is exclusive of the pay he gets as a regular employee of the organisation where he is employed.

2. Members of home guards are public servants and exercise all the powers and functions entrusted to them including the powers and functions of a police officer if deputed to work in the police organisation.

3. Members of the home guards are not disqualified from being members of local bodies. The service in home guards is not an office of profit and is not a disqualification for contesting and being elected to any of the local bodies including the State Legislature. It should be noted that this does not apply to those home guards who are regularly employed with the Government and are serving as Home Guards.

Removal of Home Guards:

i) While weeding out the habitually absent home guards, care should to be taken to ensure that the ordinary absentees are not penalized generally. It needs to be clarified that only such Home Guards as do not respond when assigned duties are absent from duties without permission or intimation repeatedly or for a long period shall be treated as indulging in delinquent behaviour to be dealt with severally.

ii) A home guard can be discharged at any time, if he submits resignation.

iii) A home guard can be kept in abeyance without payment (i.e daily duty allowance) till the final decision of the Committee (i.e S.P/C.P, Commandant and DSP (Home Guards) for neglect or refusal to discharge the duties and responsibilities entrusted to him or failure to obey any lawful order, by duly adhering to the principles of natural justice.

Reasonable opportunity to be given.

In cases where 'it comes to the notice of the appointing authority that a home guard has committed misconduct / unauthorisedly absent for duties, the appointing authority conduct an enquiry after giving reasonable opportunity and after taking representation from him/her, the home guard may be removed from service or he may be exonerated from the charge if the explanation of the HG is found satisfactory or when the charge is not proved.

Note: Till final orders are passed by the competent authority the HG may be attached to the home guard office or otherwise.

In all cases of disciplinary action, a reasonable opportunity must be given to the delinquent home guard at both the stages, i.e., preliminary enquiry and imposition of penalty/punishment. It is to emphasis that the show cause notice must be sent through registered post (A/D) at the address provided by the home guard in official records or otherwise as per the established procedure in this regard. It is also decided that before the imposition of penalty, the entire record of the case should be examined by a committee consisting of the Unit officer, Dy. S.P. and Commandant, home guard.

The powers and functions of supervisory officers

4. **Commandant, Home Guards**: Every District/Unit shall have an officer of the rank of Addl. SP designated as Commandant, home guard. The Addl. SP or Addl. DCP who hold charge of the reserve police may be designated as

Commandant, Home Guards for that District/Unit. The duties of the Commandant, home guards are —

A. Enrollment and training

B. Deployment as per need

C. Supervision, guidance and disciplinary control

D. Weeding out of absentee home guards

E. Ensure that the strength of home guards of the Unit is always kept full maintaining due proportion between employee volunteers and others

F. Liaison with the organisations utilising the services of home guards and briefing on the capabilities of those deployed as also the treatment i.e., expected of them in dealing with the home guards.

G. Prompt payment of remuneration and other allowances due to each home guard or officer.

H. Control, supervision and direction of the police officers earmarked for training and deployment of the home guards.

I. All correspondence, registers, accounts, stores and other matters connected with the home guards should be done under his supervision.

J. He should report to the SP/CP on all matters concerning home guards organisation and keep him fully informed and work under his direction.

Deputy Superintendent of Police

5. One Deputy Superintendent of Police or more are posted on a full time basis as per need to every Unit to look after matters connected with the home guards of the Unit. The DSP is designated as Addl. Commandant, home guards and should assist the Commandant and be responsible for the work of enrollment, training, deployment and other matters including office administration. He should supervise the work of Reserve Inspectors and other staff posted under him for training of the home guards. He should ensure that the training is imparted according to the course content finalised by the Commandant General.

6. The other police officers who are posted for work relating to home guards in every Unit consists of Reserve Inspectors or Inspectors, RSIs/ SIs, HCs and PCs either of Reserve or Civil Police. They shall perform the duties as are entrusted to them by the Commandant, home guards. The duties inter

alia include training, deployment, maintaining contact with the home guards while on deployment and ensuring that the facilities that are required for proper performance of duties are provided to them. They will be subject to disciplinary control by the DSP and Addl. Commandant, the Commandant and the Unit Officers as per the rules.

7. The officers of other departments like electricity, medical and health, fire services, etc. who are drafted for training shall work under the supervision of the DSP or the Commandant home guards as the case may be. The Commandant home guards and the Unit officer are responsible for proper liaison and coordination between the police officers who train and deploy the home guards and the other officers who utilise their services.

8. The Commandant home guards should maintain a register, which should reflect the full particulars of each home guard including his skills and the special training which has been imparted to him as well as the departments where he would be useful. This register should be updated from time to time. He should assess the requirements in emergencies of various essential services departments in emergencies and ensure that a proper proportion in each skill is maintained on the roles of the home guards organisation.

Utilisation of Home Guards in Police Department

938-1. Home Guards are deployed on a large scale in the police department for assistance in various duties that the police is called upon to perform. The deployment of home guards in police is usually for a long duration and hence the number mostly consists of the unemployed volunteers. In fact these volunteers consider the remuneration that they receive for the service as a source of employment even though it is not an appointment in the service of the police. The following guidelines and directions are issued for compliance in the matter of deployment and utilisation of home guards in the police department.

A. The Home Guards may be utilised as guards, station watch, assistance to station writer, in bandobust of fairs and festivals, traffic regulation, patrolling etc. Those home guards who are utilised for these duties, if not accompanied or commanded by police officers will not derive any of the police powers unless they are appointed as special police officers or additional police officers in terms of the relevant provisions of the Police Act. The Unit officers should be aware of this and take action suitably to ensure that the home guards if deployed on their

own, do not suffer from this handicap in dealing with the task, which is assigned to them.

B. When deployed on any of the duties above they should be treated in the same manner as any other police officer and should be given all facilities that they are entitled.

C. No deployment of home guards on the above duties should be done unless they are properly trained. The initial training of 2 months is not adequate for deploying them on regular police duties. Hence whenever such duties are to be performed, particularly those relating to guards dealing with agitations or bandobusts, an orientation course should be conducted before deployment apart from briefing.

D. Firearms should be issued, only after they have gone through the training and the range firing practice in that weapon prescribed for a Civil Police Constable.

E. No deployment for mob dispersal duty should be made unless they have been trained even for a short duration, in mob control and lathi drill and briefed on the implication of use of force and the need for use of minimum force and also about the right to private defence. It is not desirable to utilise home guards for such purposes as far as possible.

F. The observation and picket duties and assistance in patrolling are the proper methods of utilisation of home guards.

G. Trained drivers in the home guards organisation may be utilised for driving of police vehicles. Similarly the home guards who are trained in wireless telephone may be utilised to man the control room as also the mobiles which carry police parties.

H. They should not be utilised for any menial or orderly duties such as personal service or at the residences of police officers or others.

I. Arrangements for feeding and transport at Government cost should be made for the home guards along with the Police while being deployed on police duty for bandobust.

J. Women home guards should be utilised for searches, while recording statement of women victims and other occasions when the presence of women is necessary or mandatory. They may also be utilised to guard women prisoners in custody or escorting women prisoners. While escorting there should be at least one police officer man or woman with the home guards.

K. The uniform and other dress articles should be provided without delay. The officers in charge should inspect and make sure that the supply of uniform and distribution is done regularly.

L. Home Guards should not be utilised for investigation duty. They should also not be utilised to assist in the maintenance of police registers. They may however, if trained or have the skill of typewriting or shorthand or computer handling may be utilised for assisting in the maintenance of records or drafting of reports by officers occasionally and not as a substitute for the ministerial establishment. It should be remembered that clerical jobs are not part of essential service and do not strictly come within the purview of police duties. It should be ensured that it is only to assist in police duties that the home guards should be deployed in the department and not for those duties for which the police officers themselves are not employed.

Fixation of the Strength of Home Guards of each Unit

939-1. The strength of home guards is fixed by the Government from time to time. The SP or the CP in consultation with the requisitioning departments and proposals sent to the Government should make the assessment as to the actual need for home guards in each unit. The factors that should be considered for determining the strength of each unit are briefly stated below:

A. The needs of each department and the nature of emergency that arises normally, the number required to maintain minimum level of service should be prepared in consultation with the concerned department. For example, in respect of electricity, the services required to maintain the supply in times of strikes or emergencies which cause breakdown of supply, the exact number of skilled and trained persons needed for the assistance of the Technical Managers should be assessed. Similar assessment for other departments including police should be made.

B. The duration of emergencies, their frequency, the exact positions to be manned should be a relevant factor.

C. The nature of natural calamities and other disasters particularly those occurring frequently like floods, cyclones and fire in a particular area should be one of the factors in determining the strength.

D. The entire strength of home guards is not intended to be deployed all the time. Based on the above considerations the average man hours should be calculated and a figure arrived at. Since the maximum

deployment of an employed person is limited to 60 days in a year, a suitable additionality will have to be built in to the calculation before the final figure is arrived at in respect of each department.

Awards and Recognition

2. The members of the organisation are eligible for President's Home Guards and Civil Defence Medal and home guards and Civil Defence Medal for conspicuous acts of gallantry, outstanding devotion to duty and distinguished/ meritorious service. They are also eligible for cash awards and Director General, Civil Defence Commendation Certificates. The recommendation for these awards is made as per guidelines mentioned in chapter XII of the Compendium.

Welfare

3. The members of the organisation are eligible for compensation for injuries during training/duty. Home Guard volunteers who suffer death/ injury during training/duty are to be provided death/injury benefits on the same basis as applicable to the police personnel engaged in similar operations in terms of instructions contained in MHA Letter No. VI-14021/15/79-DGCD (HG), dated 4.4.1981. The payment in respect of death-cum-injury benefits is to be made by the agency for which the home guards are working.

4. **Ex-gratia grant for funeral expenses**: An amount of Rs.1000/- may be sanctioned as ex-gratia grant for funeral expenses in case of death.

5. **Group Insurance**: A group insurance scheme to cover death-cum-injury will be implemented by the Government on the lines of the scheme already in existence for the police personnel.

6. **All India Home Guards and Civil Defence Professional and Sports Meet**: With a view to improve the professional standards of performance of home guards and civil defence organisations and to foster espirit-de-corps among their members. All India home guards and Civil Defence Professional and Sports Meets are held every year in rotation in different States or Union Territories.

Civil Defence

940-1. Civil defence is to be organised as integral part of the defence of the country. It is an organisation intended to prepare the people and build up an organisation which can take care of the civil defence before, during and after enemy

attacks either by land, air or sea. Aims of the civil defence are to save life, to minimise damage to property and to maintain continuity of production. The civil defence arrangements should be confined to selected places, vital plants and installations which should be reviewed from time to time. Civil defence is to be organised primarily on a voluntary basis and should plan out such measures as are necessary. The Civil Defence Act 1968 provides for the formation of Civil Defence Corps and for making rules and regulations. The act provides legal status for all measures connected with civil defence. The rules and regulations framed under the act along with the amendments should be thoroughly read and understood by the Unit Officers.

2. At the State level there is a Controller of Civil Defence and Deputy Controllers located at various places. The Home Guards organisation is complementary to the civil defence organisation. The civil defence corp as distinct from home guards is raised at the State. The Commissioners of Police in Vishakhapatnam and Vijayawada cities and the District Magistrate in the districts are responsible for implementing civil defence programmes. The deputy controllers are provided on a full time basis for this work in the city and in the district. The organisation, functioning and the schemes to be prepared and implemented transport, equipment, training etc. are covered in detail in the compendium of instructions on civil defence published by the Government of India, Ministry of Home Affairs, by the Directorate General, Civil Defence in 1993. The instructions are communicated from time to time to all the officers.

3. The training programme of the police officers of all levels should include the subjects of civil defence and home guards in the induction courses. The IGP Home Guards should ensure that these modules are incorporated in the course content of training in all the Training Institutions. The police officers in the field at various levels should actively associate in planning and implementation of the civil defence measures as also in inculcating awareness about civil defence programmes in the course of their normal duties.

CHAPTER 53

Andhra Pradesh Police Transport Organisation (PTO)

Functions and Organisation :

941. The Andhra Pradesh Police Transport Organisation (PTO) is responsible for purchase of new vehicles, their maintenance, routine and major repairs, procurement of quality spare parts at economic cost as well as the condemnation and auction of vehicles/spare parts and other related items.

Important functions of PTO

942-1. Assessment of requirement of different types of vehicles for various police units and lay down a scale of vehicles taking into account various parameters such as strength of a unit, nature of duties performed by a unit, utility of a particular kind of vehicle etc.

2. To standardise the vehicle fleet and constantly update the same by reviewing the type of vehicles required by various units by taking into account the new vehicles introduced in the market, their utility for the police work, running cost etc.

3. Procurement of the vehicles and allotment to the various units as per the approved yardstick.

4. Enforce prescribed preventive and regular maintenance schedules for vehicles, timely servicing and undertaking minor repairs in District/Unit maintenance units (DMUs) and major repairs in regional and central workshop and their prompt and economic completion.

5. Establishment and efficient management of central workshop, regional workshops, district maintenance units as well as Driving Maintenance, Repair and Technical Training Institute. (DMRTTI)

6. Provide technical supervision for efficient fleet and fuel management in various police units.

7. Procurement and supply of quality major aggregates and critical items (automobile spare parts) at economic cost for central workshops, regional workshops and all DMUs.

8. Procurement and dispensation of fuel (Petrol and Diesel), Oils, Lubricants etc. at various units.

9. Condemnation and auction of unserviceable vehicles, spare parts and other related items.

10. Recruit and impart induction as well as in-service training to newly recruited Assistant Directors, Supervisor (Technical), Supervisor (Systems), Supervisor (Materials), Junior Mechanics, Junior Material Assistants, Junior System Assistants, Police Constable (Drivers) and Helpers and other technical staff of PTO, central and regional workshops as well as DMUs.

11. SP/IGP PTO shall impart basic mechanical trade craft to all drivers to attend to emergencies.

12. All drivers should be train in entry of Tappal register, despatch, filing etc.

Organisational Structure of PTO

943. The following establishments constitute the Andhra Pradesh Police Transport Organisation.

1. Central workshop located at Police Head Quarters.
2. Regional workshops at Vijayawada, Visakhapatnam and Tirupati
3. Driving, Maintenance, Repair and Technical Training Institute (DMRTTI) at Police Head Quarters.
4. The district/unit maintenance units are also part of the PTO for technical supervision of the staff posted by the DPTO under administrative control of the unit officer.

(The organisational structure chart is appended at Annexure 'A')

Change in uniform whictle cord : for the non-gazetted ranks the whistle cord of red and yellow is replaced by 'Black' as in Armed Reserve.

Organisational Set-up of PTO

944. Director PTO, who would be assisted by different ranks of technical and non-technical police officers, will head the PTO. The technical personnel of the organisation are equated with police ranks and are of the designations given below.

Gazetted

1-A. Director, PTO of the rank of Inspector General of Police (Cadre Post of IPS).

B. Additional Director (Technical) of the rank of DIG (Non-Cadre).

C. Senior Joint Director (Administration) of the rank of Superintendent of Police (Non-cadre).
D. Senior Joint Director (Technical) of the rank of Superintendent of Police.
E. Joint Director (Administration) of the rank of Addl. SP (Non-Cadre)
F. Joint Director (Technical) of the rank of Addl. S.P.
G. Assistant Director (Administration) of the rank of Deputy Superintendent of Police.
H. Assistant Director (Technical) of the rank of Deputy Superintendent of Police.
I. Assistant Director (Material) of the rank of Deputy Superintendent of Police.
J. Assistant Director (Systems) of the rank of Deputy Superintendent of Police.
K. Senior Supervisor (Technical) of the rank of Inspector.
L. Senior Supervisor (Materials) of the rank of Inspector.
M. Senior Supervisor (Systems) of the rank of Inspector.
N. Senior Supervisor (Transport) of the rank of Inspector.

Non-Gazetted

2.A. Supervisor (Transport) of the rank of Sub-inspector.
B. Supervisor (Technical)* of the rank of Sub-inspector.
C. Supervisor (Materials) of the rank of Sub-inspector.
D. Supervisor (Systems) of the rank of Sub-inspector.
E. Assistant Supervisor (Transport) of the rank of Assistant Sub-inspector.
F. Assistant Supervisor (Technical)* of the rank of Assistant Sub-inspector.
G. Assistant Supervisor (Materials) of the rank of Assistant Sub-inspector.
H. Assistant Supervisor (Systems) of the rank of Assistant Sub-inspector.
I. Head Constable (Driver)
J. Senior Mechanic* of the rank of Head constable.
K. Senior Material Assistant of the rank of Head constable.
L. Senior Systems Assistant of the rank of Head constable.
M. Police Constable (Driver).
N. Junior Mechanic* of the rank of Constable.
O. Junior Material Assistant of the rank of constable.
P. Junior Systems Assistant of the rank of constable.
Q. Helpers*.

*These posts will further be divided into specialised trades, the details of which are available in the section related to central & regional workshops.

Ministerial Staff

3-A. Administrative Officer.

B. Assistant Administrative Officer.

C. Executive Office Assistant.
D. Supervisor (Systems)
E. Assistant.
F. Assistant Supervisor (Systems).
G. Junior Systems Assistant.
H. Senior Stenographer cum Junior Assistants.
(The organisational chart is available at Annexure 'B'.)

Recruitment, Promotions and Service Conditions

4-A. The Andhra Pradesh Police Transport Organisation is state wide unit in terms of the Presidential Order issued under Article 371 D of the Constitution of India. The recruitment and service conditions of gazetted officers is governed by the Andhra Pradesh State Service Rules, 1996 read with any special rules or amendment made therein for police department or Police Transport Organisation. The recruitment, training and promotions in the ranks of Constables to Sub-Inspectors as well as all equivalent ranks to the Sub-Inspector/ equivalent ranks is governed by the AP Police (Stipendiary Cadet Trainee) Rules, 1999 and the AP Police (Transport Organisation) Subordinate Service Rules 1997, as amended from time to time. The recruitment and service conditions of helpers are governed by the Andhra Pradesh Last Grade Service Rules, 1992.

B. There will be direct recruitment for Supervisor (Technical), Supervisor (Material), Supervisor (Systems), Junior Mechanic (Diesel), Junior Mechanic (Tailor), Junior Mechanic (Carpenter), Junior Mechanic (Blacksmith), Junior Material Assistant, Junior System Assistants, Helpers only.

C. The posts of Additional Director (Technical), Senior Joint Director (Technical), Joint Director (Technical), Assistant Director (Technical), Assistant Director (Material), Assistant Director (Systems), Senior Supervisor (Systems), Supervisor (Transport) will be filled either on promotion or on deputation from departments/organisations like APSRTC.

D. Similarly the posts of Assistant Supervisor (Technical), Assistant Supervisor (Material), Assistant Supervisor (Technical), Assistant Supervisor (Transport), Senior Mechanics, Senior material Assistants, Senior System Assistants may be filled by promotions only.

E. The remaining posts such as Assistant Director (Administration), Senior Supervisor (Transport), Supervisor (Transport) etc. in various ranks will be filled by deputation only from other units on tenure basis.

F. The staff of the A.P Police Transport Organisation will wear the prescribed uniform as per A.P Police Dress Regulations.

5. Jurisdiction :

A. The Director, PTO would be in the rank of Inspector General of Police, which will be a cadre post of Indian Police Service. He would be the head of the PTO and report to the Director General of Police through Addl. Director General of Police (Technical Services). Director PTO will have state-wide jurisdiction and the central workshop, regional workshops; DMUs and transport wings of all the units will function under his technical control and supervision.

B. Additional Director (Technical) and Senior Joint Director (Administration) work under the direct control of Director, PTO with state-wide jurisdiction.

C. Senior Joint Director (Technical) assisted by two Joint Directors (Technical) will be in charge of central workshop.

D. Joint Director (Administration) will be in charge of various administrative functions at Headquarters and Central Workshop.

E. Joint Directors (Technical) will be in-charge of various wings of central workshop and also of the regional workshops.

F. Assistant Director (Administration) at PTO will assist Joint Director (Administration) and will ensure optimal deployment of vehicles available in the central pool. Senior Supervisor (Transport) will assist him.

G. Assistant Director (Materials) will be in charge of central stores at PTO and will report to Additional Director (Technical). Senior Supervisor (Materials) will assist him.

H. Assistant Director (Systems) will be in charge of Computer Cell of entire PTO and will report to Additional Director (Technical). Senior Supervisor (Systems) will assist him.

I. Assistant Directors (Technical) will in be charge of each section of central workshop, regional workshops, and training centre etc.

J. The Senior Supervisors (Technical), Senior Supervisor (Materials), Senior Supervisor (Systems) will mainly hold posts in the central and regional workshops and DMRTTIS of the PTO.

K. Senior Supervisor (Transport) / Reserve Inspector (Transport) shall be in charge of all District/Unit Transport wings including the specialised units

like Greyhounds, APSP Battalions, CID, Intelligence, Police Communications, FSL etc. They will work under the administrative control of the Deputy Superintendent of Police (Reserve Police) or any other officer in charge of Transport in the unit and technical supervision of the Assistant Director (Technical) of the concerned regional workshops.

L. The Assistant Supervisor (Technical), Assistant Supervisor (Transport), Assistant Supervisor (Materials), Assistant Supervisor (Systems), Senior Mechanics, Senior Material Assistant, Senior Systems Assistants, Junior Mechanics, Junior Material Assistants, Junior Systems Assistants, HC and PC drivers are to be posted to the Central and regional workshops, Transport Wings and DMUs and also other establishments of PTO like DMRTTIS, petrol/ oil/lubricants dispensing units.

M. The Senior and Junior Mechanics, HC and PC Drivers and Helpers of District reserve police or other units are part of the unit administration and will work under the technical supervision of the technical officer posted by the Director Police Transport Organisation to the unit. The administrative control will rest with the district/unit officer.

N. Administrative Officer is incharge of the office of the PTO. He works under the direct supervision of Assistant Director (Administration). The Assistant Administration Officers and assistants will assist him in day-to-day work. The Administrative Officer is also assisted by Assistant Supervisor (Systems) and Junior System Assistants.

Note: (1) The number of posts indicated against each post is tentative and could vary as per workload for which the government may issue order from time to time.

(2) The posts which carry $ mark are given in absolute number and include 10% deputation reserve and 10% leave and training reserve.

Functions, Duties, Responsibilities and Powers of Officers of PTO Gazetted Director Police Transport Organisation: (One)

945-1-A. Heads the organisation and is overall in-charge of functions related to fleet and fuel management such as purchase of new vehicles, purchase of spare parts and other allied items, maintenance and repair of vehicles in police department.

B. Exercises financial and disciplinary powers of the Inspector General of Police.

C. Exercises over-all superintendence over the work of all technical and non-technical officers in the PTO.

D. Appointing authority of the directly recruited Supervisor (Technical), Supervisor (Materials), Supervisors (Systems), Supervisors (Transport) and other corresponding posts.

E. Initiation of transfer and posting proposals of various Assistant Directors.

F. Posting and transfers of the Senior Supervisors in PTO, central and regional workshops as well as those working in DMUs.

G. Maintenance of Personal Files of Gazetted staff up to the rank of Senior Joint Director.

H. Prescribes various periodical reports for ensuring the efficient functioning of officers working under his control.

I. Periodical inspection of offices of subordinate officers, central workshop, regional workshops, DMRTTIs and DMUs.

J. Chairs the Purchase Committee constituted for purchase of spare parts and other allied items.

K. Responsible for codification of a purchase manual, which may be updated from time to time.

L. Responsible for introduction and implementation of latest and appropriate managerial, financial, purchase and technical practices for maintaining an efficient police fleet.

M. Sanction of rewards for outstanding work to personnel working under his administrative control.

N. Fixes the condemnation norms / yardstick for vehicles, parts. Final authority for condemnation of vehicles, pre-mature condemnation as well as auction of condemned vehicles and spare parts

O. Shall compile the Andhra Pradesh State Police Transport Manual incorporating details of maintenance schedules, preventive maintenance practices, workshop management, service station management, management of POL dispersing units, duties of officers/drivers who use to drive the vehicles and all other establishments including stores and issue it after approval of the Director General of Police. He shall update the transport manual from time to time and at least once in two years.

P. He shall introduce and implement computerised system for vehicle management, accounts, inventory control, records, training etc.

Q. Submit a monthly report to the Director General of Police through Additional Director General (Support Services) regarding functioning of PTO, the central and regional workshops and the status of the fleet.

Additional Director (Technical) (One)

2- A. Has state wide jurisdiction and performs the following duties under the supervision of Director PTO.

B. Monitoring of maintenance, repair schedules of the fleet in the State.

C. Overall Technical Supervision of various on-going repairs, maintenance in central workshop and other workshops.

D. Ensures prompt and quality repair of the vehicle at central and regional workshops.

E. Inventory management of the main technical stores of PTO.

F. Overall Supervision of the Motor Transport Wings, POL dispensing units and Driving Maintenance, Repair and Transport Training Institute.

G. Exercises disciplinary powers of DIG of Police pertaining to technical personnel.

H. Responsible for efficient management of the fleet and its proper upkeep.

I. Responsible for conducting the tender-cum-auction of condemned vehicles and old automobile spare parts.

J. Preparation for maintenance and repair manual for each kind of vehicle maintenance in the department, which will form part of the State Police Transport Manual.

K. Maintenance of PFs of Non–Gazetted technical staff of the rank of Assistant supervisor and above.

L. Sanction of rewards for outstanding work to technical personnel as per prevalent orders.

M. Inspections and visits of the offices of the Joint Director (Technical) once in a year and Assistant Directors (Technical) once in two years, at least two motor transport wings under each regional workshop and other officers under his supervision once a year.

N. Submit monthly reports to Director Police Transport Organisation as prescribed from time to time.

O. Perform such other duties as may be assigned by the Director Police Transport Organisation.

Senior Joint Director (Administration) (One)

3-A. Responsible for personnel administration and office administration in the Police Transport Organisation, central workshop and regional workshops.

B. Appointing and disciplinary authority for Assistant Sub-Inspectors, Head Constables and Helpers and all other equivalent ranks.

C. Maintenance of personal files of all non-gazetted staff of various officers under the control of DPTO.

D. Sanction of rewards for outstanding work to each non-technical personnel working under the control of DPTO as per prevalent orders

E. To conduct regular inspections of various offices under his control and submit reports to DPTO through Additional Director (T)

F. Exercise financial and disciplinary powers as that of the Superintendent of Police for efficient functioning of the day to day functioning of office.

G. Performs any other administrative duties assigned by the Director, Police Transport Organisation.

Senior Joint Director (Technical) (One)

4- A. Responsible for efficient functioning, prompt and economic repair of motor vehicles as overall in-charge of central workshop at police head quarters and various Motor Transport units at Police Head Quarters.

B. Responsible for central workshops at police head quarters and in various other MT units.

C. In-charge of main technical stores of the PTO and is responsible for various inventory control functions.

D. Exercises financial powers equal to that of Superintendent of Police as regards emergency purchase of items for technical stores as laid down in the procedure of the purchase manual.

E. Assists Additional Director (Technical) for effective functioning of motor transport wings of Police Head Quarters based units, POL units and driving, maintenance, repair and transport training institute situated at Police Head Quarters.

F. Conducts periodical inspections of the motor vehicle maintenance units in the city.

G. Performs any other administrative duties assigned by the Director, Police Transport Organisation.

Joint Director (Administration) (One)

5- A. Responsible for personnel administration and office administration in Police Transport Organisation and central workshop at Hyderabad.

B. Assisting Senior Joint Director (Administration) in various administrative functions.

C. Supervises the functioning of administrative functions performed by the ministerial staff.

D. Exercise financial and disciplinary powers as that of the Addl. Superintendent of Police for efficient day-to-day functioning.

E. Performs any other administrative duties assigned by the Director, Police Transport Organisation or any other Sr. Police Officer.

Joint Director (Technical): (2 for Central Workshop)

6-A. Overall in charge of certain wings of central workshop e.g. Preventive Maintenance Wing, Minor Repairs Wing, Engine Repair Wing, Electrical Repair Wing, Accessories Wing etc., and DMRTTI.

B. Ensure prompt and economic repair. To reduce off road time to minimum if necessary, by co-ordinating repair activities with other wings of the workshop.

C. Maintain records in the prescribed pro-forma for the repairs, spare parts and allied items and expenditure thereon.

D. Impart regular training to the staff on repair of vehicles especially newly introduced vehicles as well as latest techniques of repair.

E. Exercise disciplinary powers of the rank of Additional Superintendent of Police.

F. Carry out any other duty assigned by Additional Director (T) or Director PTO.

Joint Director (Technical)-Regional Workshop: (3:1 each)

7-A. Over all in charge of regional workshop.

B. Responsible for efficient functioning, prompt and economic repairs of motor vehicles.

C. In-charge of regional technical stores and responsible for inventory control functions.

D. Exercises financial powers equal to that of Additional Superintendent of Police as regards emergency purchase of items for technical stores as per laid down procedure given in the purchase manual.

E. Conduct periodical inspections of the unit transport wings falling under the jurisdiction of regional workshop.

F. Exercises disciplinary control on the staff working under his control as per rules in force and also sanctions rewards as per laid down norms.

G. Exercise administrative power of Additional Superintendent of Police.

H. Submits various prescribed periodical reports to the Additional Director (Technical).

I. Co-ordinate activities of regional workshop with the units so as to ensure best fleet and fuel management.

J. Transfers and postings of Head Constables/ Police Constables (Mechanics and drivers) in his jurisdiction. Over-all incharge of the regional stores.

K. To carry out test check of stores of motor transport wings of the units during inspections.

L. Maintenance of DPFs of Assistant Supervisors.

M. Sanction of rewards.

N. Sanction of earned leave and medical leave up to Assistant Supervisors level.

O. Sanction of casual leave to Assistant Director under intimation to Director Police Transport.

P. Allotment of Government quarters.

Q. Verification of 10% of service books of the staff every year.

R. Submission of monthly report to the Director Police Transport through proper channel.

S. Efficient management of the fleet in his area maintaining close co-ordination with the unit officers especially during such occasions as large-scale

bandobust, like VVIP security, floods, festivals etc. and such other duties assigned by the Director Police Transport.

T. Administrative and disciplinary powers of Superintendent of Police as per rules in respect of personnel in his charge.

Assistant Director (Administration) (One for PTO)

8-A. Responsible for management and upkeep of central vehicle pool maintained by Police Transport Organisation at police head quarters.

B. Responsible for managing the POL dispersing units in police head quarters and other places and for maintenance of records.

C. Supervises the functioning of Senior Supervisor (Transport), Supervisor (Transport), Asst. Supervisor (Transport), Head Constable (Driver), Police Constable (Driver).

Assistant Director (Technical) (5): (2 for Central Workshop and 3 for regional workshop @ 1 Each)

9-A. Sanction of casual leave to Inspectors and earned leave to Senior, Junior Mechanics (HCs and PCs).

B. Exercise disciplinary and financial powers as Deputy Superintendent of Police (Civil).

C. To ensure efficient management of the fleet and supervision of the work of Inspectors (Technical).

D. Visit every motor transport wing of units/districts once in two months and inspect once a year and submit notes.

E. Strict implementation of preventive maintenance schedules and ensures that no vehicles are off road for more than a week. Report should be sent if any vehicle is off road for a longer time and comply with orders thereon.

F. Despatch of vehicles, which cannot be locally repaired, to the workshop.

G. Up to date maintenance of all records such as Stock Ledger, POL indents, General Diaries, Motor Transport Returns, etc. concerning maintenance and as well as returns.

H. Liaison with the local police officers and will ensure that problems of transport are attended to promptly.

I. Submission of monthly reports through proper channel.

J. Any other duties assigned by the superior officers.

Assistant Director (Material) (One for Central Workshop Stores)

10-A. Purchase of spare parts and accessories at economic rates from reliable and reputed sources of supply

B. Ensure identification of reliable and reputed manufacturers of various items and ensures timely procurement of these items for maintenance and upkeep of the police vehicles.

C. Maintenance of stores, inventory management, issuing of purchase orders, monitoring delivery schedules, regular staff taking up stores.

D. Will assist the Joint Director (Technical) in preparing police transport, stores and purchase manuals and updating the same.

E. Shall be responsible for disposal of items and serviceable material as per provisions of the stores and purchase manuals.

Assistant Director (Systems) (One for Central Workshop and PTO)

11-A. Automation of various functions such as workshop management, stores management, inventory control, fuel dispensing, administrative aspects.

B. Ensure system requirement study, requirement of hardware and software, computerisation of various units and sub-units in consultation with Central Computerisation Section of Andhra Pradesh Police.

C. Shall be responsible for laying down data entry procedures, data validation procedures, security parameters for maintaining and preserving the integrity of the data.

D. Make necessary changes in the software in order to upgrade the functioning of various aspects of Police Transport Organisation and also provide the necessary inputs for the top management for facilitating better and quick decision-making.

E. Supervise the functioning and exercise administrative control for the staff working under his control.

Senior Supervisor (Technical)

(5 for Central Workshop and 2 each for regional workshop)

12-A. Exercise control on the concerned wing of the central workshop or regional workshop as the case may be.

B. Ensure effective supervision for optimal performance of assigned duties by the personnel under his charge.

C. Shall receive the vehicles coming to the section for repair, prepare the estimates of repair and requirement of spare parts and accessories.

D. Shall ascertain the cost of repairs both in terms of material as well as the labour component.

E. Ensure that the personnel working under his control carry out the repairs as per the practices laid down in the police transport manual or as prescribed by the manufacturer.

F. Shall ensure that all standard workshop and shop floor practices are followed strictly.

G. Maintain the required records of repairs carried down on each vehicle by the section under his control.

H. Assist the Asst. Director (Technical) in all aspects relating to maintenance / repairs of vehicles.

Senior Supervisor (Materials) (2 for Central Workshop)

13-A. In-charge of designated wing of central stores or stores of the regional workshop

B. Responsible for proper receipt and accounting of all the articles received in the stores.

C. Ensure that all the items are secured against lost, pilferage, damage or destruction by any means.

D. Ensure proper upkeep of items like batteries, tyres and other items, which are inflammable in nature.

E. Ensure proper fire fighting equipment is installed in the stores.

F. Responsible for all the transactions of stores that will include receipt and issue of various items as per the purchase order or requisition.

G. Responsible for timely procurement and maintaining adequate inventory of various spare parts and accessories.

H. Ensure that no obsolete items are requisitioned

I. Will be responsible for timely disposal of obsolete and unserviceable material

J. Supervise the functioning of staff working under him.

Senior Supervisor (Systems) (2 for Central Workshop)

14-A. Ensure proper functioning of computer system and feeding of necessary data as well as generation of reports

B. Shall be responsible for upkeep of hardware, software and ensure feeding of duly validated data.

C. Assist the Asst. Director (Systems) in various tasks relating to computerised maintenance of various functionalities of Police Transport Organisation, central and regional workshop, central and regional stores.

Senior Supervisor (Transport) (One for PTO)

15-A. Shall be responsible for keeping the vehicles of pool in readiness all the time.

B. Detail the vehicles to officers on official duties as and when directed by the senior authorities.

C. Ensure that the drivers of vehicle maintain their daily diary properly and all records relating to running of vehicle are maintained as well as updated.

D. Shall be responsible for ensuring that the medical examination of drivers is carried out on regular intervals as laid down in police transport manual and fitness certified by the Medical Officer.

E. Ensure that all drivers possess duly valid driving license for driving a particular vehicle.

F. Maintain duty roster for drivers working under his control and ensure proper rotation of duties.

G. Ensure that the consumption of POL remains within control and proper record of the POL issued and consumed is maintained.

H. Provide each vehicle with the first aid kit tools and other necessary items required for proper running of the vehicle.

I. Ensure that all vehicles possess the necessary certificates issued by the concerned authorities such as vehicle fitness certificate, pollution control certificate etc.

Non-Gazetted Supervisor (Technical)

(15:9 for Central Workshop and 2 each for regional workshops)

946-1-A. Shall be second in-charge for the concerned wing of the workshop and carrys out all duties relating to maintenance and repair of vehicles as per norms laid down in police transport manual or the manual of vehicle manufacturer.

B. Ensure that only required spares / accessories are requisitioned and duly fitted to the vehicle.

C. Maintain proper accounting of the spare parts used on a vehicle and also unserviceable items removed.

D. Shall get unserviceable items destroyed/condemned under his personal supervision, which are likely to be reused/misused.

E. Prepare the necessary requisition for spares from central / regional stores

F. Carry out all other duties assigned by his superiors.

Supervisor (Materials) (5:2 for Central Workshop and 1 each for regional workshops)

2-A. Assist the Senior Supervisor and Asst. Director (Materials) in proper maintenance of stores, its cleanliness, storage, safety, issue and receipt of spare parts / accessories, maintenance of proper accounting etc.

B. Any other duty assigned by his superiors.

Supervisor (Systems) (6:2 for Central Workshop, 1 for administrative section and 1 each for regional workshops)

3-A. Ensure proper maintenance of hardware, software, entry of duly validated data, generation of various reports.

B. Maintenance of backup data in a secured place and also restrict the access to the systems to unauthorised persons as per security policy laid down.

C. Any other duty assigned by his superiors.

Supervisor (Transport) (2 for PTO)

4-A. Assist Senior Supervisor (Transport) in discharge of various duties shall be responsible for the efficient functioning of any sub-unit of transport wing.

B. Liaison with central workshop / regional workshop for the proper maintenance and upkeep of central pool vehicle.

C. Any other duty assigned by his superiors.

Asst. Supervisor (Technical) (8)5 for Central Workshop and 1 each for regional workshops)

5-A. Shall assist Supervisor (Technical) and other senior officers in proper repair and preventive maintenance of vehicles.

B. Responsible for ensuring compliance to laid down workshop practices.

Asst. Supervisor (Materials) (3 for Central Workshop Stores)

6-A. Shall assist Supervisor (Materials) and other senior officers in discharge of various functions of the central / regional stores.

B. Carry out and perform various duties assigned to him in professional manner.

Asst. Supervisor (Transport) (3)1 each for regional Workshops)

7-A. Shall assist Supervisor (Transport) in discharge of various duties.

B. Maintain various records prescribed in the Police Transport manual especially those relating to deployment of vehicle, consumption of fuel and preventive maintenance.

C. Ensure that all accessories and tools available in the vehicle are kept in working condition in the vehicle.

Asst. Supervisor (Systems) (2)1 for Central Workshop and one for administrative section of PTO).

8-A. Supervise the feeding of validated data, generation of reports

B. Maintenance of back up data as per the prescribed schedule

C. Any other duties assigned by his superiors

Head Constable (Driver) (36)30* for PTO and 2 each for regional workshops)

9-A. Shall be responsible for the proper driving and regular preventive maintenance of the vehicle.

* The number could vary as per the strength of the vehicles deployed in Police Head Quarters in DGP office and units whose vehicles are maintained by PTO.

B. Ensure proper accounting is kept for consumption of fuel, kilometer run and maintenance of vehicle diary.

C. He shall always carry driving license and necessary registration papers.

D. Observe traffic rules and regulations and shall report any accident involving the vehicle to his superior immediately.

E. Shall drive the vehicle in prescribed uniform unless otherwise permitted by specific orders.

Senior Mechanic (50 for Central Workshops and 2 for each DMU)

10-A. Will carry out the necessary stripping up the vehicle, detailed examination of defects; correctly work out the requirement of spare parts and accessories for the repair.

B. Carry out repairs as stipulated in the state police transport manual or as prescribed by the manufacturer.

C. Will be responsible for the cleanliness of the workshop area.

Senior Material Assistant (5)2 for Central Workshop and 1 each for regional workshop)

11-A. Shall be responsible for maintaining the records and storage of spare parts.

B. Shall receive the indents and issue the spare parts after taking due acknowledgement as per prescribed procedure in the Stores manual.

C. Will assist the Asst. Supervisor (Materials) and seniors in proper maintenance of stores.

Senior Systems Assistant (6)3 for Central Workshop and 1 each for regional workshop)

12-A. Shall be responsible for feeding all data, generation of reports, upkeep of the hardware and software.

B. Shall ensure that no unauthorised access is given to the systems.

Police Constable (Driver) (115) 100* for PTO & 5 each for regional workshops)

13. The duties of the police constables will be as given above that of Head Constable (Drivers).

Junior Mechanic (Total -) (48 for PTO & 11 each for regional workshops and 2 each for DMU)

14. Will perform the same duties as that of senior mechanic and may assist senior mechanic wherever repairs are to be carried by a team of mechanics.

* The number could vary as per the strength of the vehicles deployed in Police Head Quarters in DGP office and units whose vehicles are maintained by PTO.

Junior Material Assistant (7) 4 for Central Workshop and 1 each for regional workshops)

15. Will be responsible for storage of spare parts, receipt and issue of spare parts.

Junior Systems Assistant (3 for Central Workshop)

16. Will be basically responsible for feeding the data pertaining to various sections of Police Transport Organisation.

Helpers (16:10 for Central Workshop: 2 each for regional workshops)

17-A. Will be responsible for cleanliness of the workshop area and assist the Junior Mechanics and Senior Mechanics in shifting the parts.

B. May also attend to other works assigned to them.

Central Workshop :

947-1. Central workshop is situated at Police Head Quarters and work under the overall control of Additional Director (Technical). Senior Joint Director (Technical) will be in-charge for the Central Workshop. He will be assisted by 2 Joint Directors (Technical), 2 Asst. Directors (Technical), Asst. Director (Materials), Asst. Director (Systems), 5 Senior Supervisors (Technical), 2 Senior Supervisors (Materials), 2 Senior Supervisors (Systems). This staff will be assisted by 9 Supervisors (Technical), 2 Supervisors (Materials), 2 Supervisors (Systems), 5 Asst. Supervisors (Technical), 3 Asst. Supervisors (Materials), 1 Asst. Supervisors (Systems), 48 Senior Mechanics, 2 Senior Material Assistants, 3 Senior System Assistants, 93 Junior Mechanics, 4 Junior Material Assistants, 3 Junior System Assistants, and 18 helpers will assist the workshop staff.

2. The Central workshop is responsible for carrying out major repairs to vehicles especially those located with the units situated at Police Head Quarters and near by districts. The central workshop carries out major repairs to vehicles received from other units of the State. The central workshop will also be responsible for carrying out preventive maintenance and minor repairs to the vehicles of all the units located in Police Head Quarters and surrounding areas.

3. Depending upon the need, the central workshop may deploy a small sub-unit for preventive maintenance and minor repairs to the units located in Police head quarters, which have large number of vehicles on their strength. Such

staff will continue to work directly under the supervision of central workshop only.

4. The central workshop will have the following sections:

Engine Section:

A. The engine section will be working under the direct supervision of 1 Senior supervisor, who shall be assisted by 2 Supervisors. The following are the various sub-units of engine section:

Engine Repair Sub Unit

B. The engine repair section would be manned by 1 Assistant Supervisor (Technical), 4 senior mechanics and 8 junior mechanics and 2 helpers. The job of the engine repair Section would be to dismantle, clean, ascertain the requirement of parts and repairs needed, rectifying the defect, re-assembling and testing of the engines.

Machine Shop Sub Unit

C. 4 Senior Mechanics, 6 Junior Mechanics and 1 Helper would man the Machine Shop Section. The machine shop section would carry out the following works:

- Engine block liners replacement;
- Cam shaft bushes reaming and fixing, dummies fixing;
- Crank shaft grinding
- Gudgeon pin bushes, rocker shaft bushes reaming and fixing;
- Cylinder head, valve seat cutting and grinding;
- Miscellaneous work like
  a) Wheel drums cutting
  b) Brake liners riveting
  c) Pedal shaft bushes reaming and fitting
  d) Steering rod bushes
  e) Pressure plate / Fly wheel facing
  f) Suspension bushes reaming and fitting

Fuel Injection Pump Sub Unit

D. The Fuel Injection Pump Section will be manned by 1 Senior Mechanic (Diesel), 2 Junior Mechanics (Diesel) and 1 Helper. The FIP Section will handle dismantling, cleaning, requisition of spare parts and re-assembling of the fuel injection pump.

Gear Box and fitting Sections

5. These two sections will work under the supervision of 1 Senior Supervisor.

Gear Box sub-unit

A. 2 Senior Mechanics, 2 Assistant Mechanics and 1 Helper will man it. The following work will be attended by Gear Box Section:

- Gear box dismantling, cleaning, demand of spare parts and assembling;
- Differential dismantling, cleaning, demanding of spare parts and assembling;

Fitting sub-unit

B. 2 senior mechanics, 4 junior mechanics and 1 helper will man fitting section. The following work will be attended by fitting section:

- Bumpers
- Doors
- Bonnets
- Other miscellaneous fitting

Preventive Maintenance and Minor Repair Section

6. It will function under the supervision of one Senior Supervisor:

Preventive maintenance sub-unit

A. It will be manned by 1 Assistant Supervisor (Technical), 4 senior mechanics, 8 junior mechanics and 1 helper. The nature of work to be attended by preventive maintenance section would be as follows.

- Carrying out of preventive maintenance of all vehicles as per prescribed norms given in the Police Transport Manual or Manual of maintenance issued by the manufacturers.
- Carry out regular service, replacement of engine and transmission oil on prescribed intervals.

Wheel alignment and balancing sub-section

B. Wheel alignment section would be manned by 2 junior mechanics. The section will carry out wheel alignment and balancing work for the vehicles on a regular basis.

Electrical Section

C. It will function under the supervision of one senior supervisor and will be manned by 5 Senior Mechanics (Electrical) and 8 Junior Mechanics (Electrical) and 1 Helper. The nature of work to be attended by the Electrical Section would be as follows:

- Dynamo/Alternator and self starter dismantling, cleaning, demand of spare parts and assembling
- Battery charging (new and old) and condemnation of batteries
- Attending to all other electrical works like wiring, verification of head lights, tail lights and other electrical equipment
- Attending to air-conditioner fitted in the vehicles

Main Line and two-wheeler Section

7-A. The main line sub-unit will be manned by 1 senior supervisor (Mechanic), 3 supervisors (Mechanic), 1 assistant supervisor (Mechanic), 8 Senior Mechanics, 18 junior mechanics and 3 helpers. The work to be attended by this section would be as given below:

- Engine / Gear Box dismantling
- Differential / Leaf springs dismantling
- Steering dismantling, demanding of spare parts for steering system, brakes, clutches, and springs.
- Fitment of leaf springs / shock absorbers, front and rear axles mounting brakes
- Engine / clutch / Gear box mounting
- Steering box overhauling
- Final works and road test

Two Wheeler sub-unit

B. 2 senior mechanics assisted by 4 junior mechanics and 1 helper will man this sub-unit. The following jobs will be attended by the sub-unit:

- Engine dismantling, cleaning, demand of spare parts and assembling
- Clutch overhaul
- Gear box overhaul
- Shock absorber replacement
- Chain sprocket replacement

Painting and Miscellaneous support Section

8. The various sub-units will work under the overall supervision of one senior supervisor

Painting sub-unit

A. This sub-unit will be manned by 2 senior mechanics (Painter), 6 junior mechanics (Painter) and 1 helper. The work attended by the painting section would be as follows:

- Cleaning and applying of NC putty
- Applying of paint

Upholstery sub-unit

B. This sub-unit would be manned by 1 Assistant Supervisor (Tailor), 3 Senior Mechanics (Tailor), 6 Junior Mechanics (Tailor) and 1 helper. The Upholstery sub-unit will handle the work relating to the seat preparation for various vehicles, renovation of seats, preparation of roof and fixing and its renovation.

Black smith sub-unit :

C. The Black smith Section will be manned by 1 Assistant Supervisor (Black smith), 6 Senior Mechanics (Black smith), 12 Junior Mechanics and 2 Helpers. The work attended by the section will be as follows:

- Leaf spring – Cambering (A/Car)
- Leaf spring – Cambering (Jeep)
- Moulding of starts / flag rods etc.
- Radiator overhauling
- Welding/denting

Carpentry sub-unit

D. The Carpentry Section will be manned by 2 Senior Mechanics (Carpenter), 3 Junior Mechanics (Carpenter) and 1 Helper. The job attended by the Carpentry sub-unit would be preparation of various fittings in the vehicles.

Main Technical Stores (Central Stores)

948-1. The Central Stores will function as per A.P. Police Transport Stores and Purchase Manual, which will be compiled by the Senior Joint Director (Technical) keeping in view the latest practices in material management including total automation. The Stores and Purchase Manual will be regularly updated - at least once in two years. He will be assisted by 1 Assistant Director (Material), 2 senior Supervisor (Material), 2 Supervisor (Material), 3 Assistant Supervisors (Material), 2 Senior Material Assistants, 4 Junior Material Assistants and Helper. Central Stores situated at Police Head Quarters will function under the direct control of Addl. Director (Technical) who shall be assisted by Senior Joint Director (Technical). Asst. Director (Materials) will be the officer in-charge for the Central Stores. The Central Stores shall be divided into following sub-sections:

A. Inventory Control Section

B. Purchase Section

C. Receipts Section

D. Stock and Distribution Section

E. Tyres and Batteries Section

F. Unserviceable and Disposable Material Section

G. Audit Section

The Central Stores shall identify the suppliers based on the quality and economic factors. The stores shall procure major items for distribution to the units all over the state. For small items the stores shall identify the supplier located in various parts of the state and enter into regular rate contract on which the units could purchase items of day-to-day necessity and spare parts of small values. The Audit Section will undertake annual stocktaking and also ensure the disposal of obsolete and non-moving items from time to time.

Purchase Procedure for Vehicles, Spare Parts and Other Items

2-A. The PTO forms a very important function of purchase of new vehicles, purchase of spare parts and allied items as well as disposal of condemned spare parts, condemned vehicles and other items. The PTO is responsible for purchase of suitably identified vehicles for the use of various units of police force. The PTO will be responsible for standardising the fleet. The standardisation of vehicles will be reviewed continuously so as to induct suitable vehicles for fuel efficiency. The fewer the types of vehicles, the less will be the need to maintain a limited inventory of spare parts. PTO would be in a better position to maintain timely repairs to these vehicles. Normally the vehicles will be purchased directly from the manufacturers on Government approved rates. In case, a vehicle has to be purchased which is not available on Government approved rates, PTO will evaluate similar type of vehicles available in the market and after trial, decide to purchase vehicles which is the most useful and economic. The purchase shall invariably be made from the manufacturers through a local dealer so as to ensure the benefits of warranty through the dealer.

B. The PTO will continuously evaluate the economic life of various vehicles and fix the running life, so as to condemn and fix the yardstick for condemnation. The vehicles, which have lived the prescribed life, would be taken off the fleet and sold by auction-cum-tender process. The old spare parts and unserviceable items would also be disposed off through auction-cum-tender method periodically.

C. PTO is responsible for keeping optimal inventory of spare parts. Every effort shall be made to ensure that money is not blocked in the form of large and excessive inventory. The spare parts and replacement items like tyres and batteries shall be purchased directly from the manufacturer (unless needed in very small quantities - which could be procured from authorised dealer) either on Government approved rates or through open tender procedure. The PTO shall continuously evaluate and ensure that only quality spare parts of reliable and reputed manufacturers are purchased. Since some of the standard items including the vehicles, which are available on DGS & D rates, the Purchase Committee need not approve such items. The experience of organisations like APSRTC may be taken into account while identifying manufacturers of various spare parts.

D. A purchase committee under the Chairmanship of Director, Police Transport Organisation will function and shall consist of the following members: -

a) Additional Director (Technical), PTO - Vice Chairman

b) Joint Director (Technical) (nominated by the Director, PTO) Member

c) Assistant Director (Technical) – Member

d) Assistant Director (Material, PTO) – Member Secretary

e) An officer nominated by the A. P. State Road Transport Organisation, - Member

If for any reason the chairman is not available, the vice chairman will chair the Stores Purchase Committee. The quorum of the Stores Purchase Committee shall be Chairman and three members.

Systems Wing :

3-A. The Systems wing will look after the entire computerisation / automation work of the Central Workshop, Central Stores, Administrative Section and Regional Workshops. The Wing will be headed by Assistant Director (Systems), who shall report to Senior Joint Director (Technical). He shall be assisted by 2 Senior Supervisors (Systems), 2 Supervisors (Systems), 2 Assistant Supervisors (Systems), 3 Senior System Assistants and 3 Junior System Assistants.

B. The Systems Wing will be responsible for coordinating various computerisation activities with the A.P State Police Computerisation Wing, so that the data stored in the Police Transport Organisation is also accessible by the units and senior officers on need-to-know basis. The wing will also prepare software programmes and update these from time to time especially for maintaining the vehicle history sheets, amount spent on each vehicle on repairs, repair history, POL dispensing etc. The various administrative tasks will also be computerised. The wing will also be responsible for upgrading the software programmes and devising new programmes as and when the need is felt.

Administrative Section :

4-A. The Administrative Section will work directly under Senior Joint Director (Administration) who shall be assisted by one Asst. Director (Admn.). The section will be manned by 1 Administrative Officer, 1 Asst. Administrative Officer, 3 Executive Office Assistants, 3 Assistants and 2 Junior Assistants-

cum-Stenographers. The Administrative Section will also have 1 Supervisor (Systems) and 1 Asst. Supervisor (Systems).

B. The Administrative Section will look after the entire administrative work and also human resource management and drawl of pay and allowances. The Administrative Section will have nothing to do with various purchases made for the workshop, which will be exclusively dealt by Asst. Director (Materials).

Security Wing of Police Transport Organisation :

5. The security wing will function under the direct supervision of Senior Joint Director (Administration) assisted by Assistant Director (Administration). The security wing will consist of one Reserve Sub-inspector assisted by 2 head constables and 8 constables who will be drawn from various APSP Battalions and deployed on rotation basis so that none of them are on this duty, more than a month in a year.

Medical Dispensary

6. The Central Workshop will have a medical dispensary for attending to any medical emergencies in the workshop. It will have strength of 1 Pharmacist and 2 Nursing Attendants. Their task will be to attend to any medical exigencies in the workshop and also to provide first aid. They will also ensure that first aid kit boxes are available and kept updated in various sections of the workshop.

Central Motor Vehicle Pool

7. The Police Transport Organization shall maintain a vehicle pool, which may consist of vehicles necessary for VIP movement like escort and pilot vehicles, spare vehicles for senior officers and visiting officers from other states. The Central Motor Vehicle Pool will work under the direct supervision of Senior Joint Director (Admn.). He shall be assisted by Asst. Director (Admn.), 1 Senior Supervisor (Transport), 2 Supervisors (Transport) and 2 Asst. Supervisors (Transport). The Asst. Director (Transport) shall ensure that the vehicles are kept in readiness in a short notice as per the orders of the superiors. He shall ensure that no vehicle is deployed without proper authorisation and records are maintained for the itineration undertaken by each vehicle and POL consumed on each one of them.

Driving, Maintenance, Repair and Technical Training Institute (DMRTTI)

8. The institute will work under the overall supervision of 1 Joint Director (Technical). 1 Assistant Director (Technical), 4 Supervisors (Technical) will be in direct charge of the institute. The institute will have 2 Senior Mechanics (Diesel), 2 Senior Mechanics and 2 Head Constable Drivers. The institute will conduct courses for the staff of Central and Regional Workshops as well as districts and other units in preventive maintenance, minor repairs etc. The institute will also conduct training of drivers, especially in techniques like evasive driving, safe driving, traffic rules and regulations etc. The institute will also conduct the training of newly recruited Constable Drivers, Junior Mechanics after they have gone through 3 months foundation course at Police Training Colleges. The Supervisor (Technical), Supervisor (Materials) will also undergo the professional training at the institute.

CHAPTER 54

Human Rights and Police Responsibilities

949. "Human Rights" means the right to **life, liberty, equality** and **dignity** as guaranteed by the Indian Constitution.

1. Every human being is entitled to certain natural rights by virtue of his being a member of human society. These rights are called human rights. The supreme court while interpreting Article 21 of the Constitution of India emphasised that a human being has not only a right to live but has a fundamental right to live with dignity and it is the duty of every other human being to respect that right.

2. As a founder member of United Nations Organisation, India is a party to "the Universal Declaration of Human Rights 1948". India also ratified the two international conventions on, (a) civil and political rights and (b) economic, social and cultural rights. These Universal declarations of rights (1948) were incorporated as fundamental rights in the Indian Constitution listed in Articles 14 to 32. Some of the important among them are;

   i. Right to every citizen, of equality before law and equal protection of laws.

   ii. Right to freedom of speech

   iii. Right to assemble peacefully and without Arms.

   iv. Right to form Unions.

   v. Right not to be prosecuted and convicted for any offence except for violation of law in force at the time of committing the offence.

   vi. Right not to be compelled to be a witness against himself.

   vii. Right not to be deprived of his life and liberty except according to procedure established by law.

   viii. Right not to be arrested without informing the grounds and to be produced before a magistrate as early as possible but not later than 24 hours.

   ix. Right to consult any one of his choice advocate on his arrest.

   x. Right to defend himself against any allegation, and

   xi. Right to seek redressal by way of writs for any of the above violations made against him.

3. Our Criminal Justice system is based on "due process of law", i.e. every act of the individual, Executive, Legislature or Judiciary is within the framework of law. Police as law enforcement authority are also part of this law. Police in their duties to maintain law and order or in detection, investigation, prosecution of cases directly deals with the public and without public co-operation they cannot discharge their duties effectively. Powers are given to them for effective discharge of duties but not to misuse them, either for their selfish aggrandizement or to exhibit their power and vanity. There is also a misconception that results cannot be achieved unless third degree methods are used and it is not possible to deal with same hard core criminals and suspects within the framework of strict law. It is not correct. There is no conflict between strict law enforcement, relentless pursuit of offenders, punishment of offenders on one side and observance of human rights on the other. The police officer should understand that he cannot take law into his own hand and he is not expected to be over anxious to achieve results with the means that is not legally allowed.

4. Various forms of custodial violence, torture, ill treatment of women and children, fabricating false cases against innocent persons and attempts to save real culprits, lockup deaths, custodial rapes, acts of omission or commission against weaker section, poor and less-privileged, unwarranted arrests, unlawful searches and excessive use of force are some of the manifestations of human rights violations by police. The general complaint is that police officers who are to uphold the law should not and cannot themselves indulge in illegal acts. It, undermines human dignity, brutalises the police system, forfeits the trust of people and the judiciary and above all affects the image of the police organisation as a whole. It also exposes the police officers to the risk of criminal liability and punishment. Custodial violence and tortures do not act as short cuts in any significant way to achieve the goals and objectives. In fact they are the tools of an unprofessional and unscientific police officer.

5. As per Sec. 176 Cr.PC, in all cases of custodial violence resulting in death, in addition to inquiry or investigation by Police, an inquiry shall be held by the Judicial Magistrate or the metropolitan Magistrates, as the case may be. Custodial violence includes death of any person, or disappearance of any individual, custodial rape of woman and other incidents of custodial violence. Inquest is held by Judicial magistrate u/s 176 (5) Cr.PC.

6. The other practices to be strongly put down are rude and discourteous behavior, refusal to entertain complaint, over bearing attitude, minimising the gravity of offence, delayed or poor or biased investigation, taking sides, perverse enquiries into complaints, unjustified searches and arrests. Such practices will assume complex dimensions if victims are women or belonging to other weaker sections.

Reasons for violation of Human Rights by police

950. Some of the reasons for violation of human rights by police can be attributed to the following,

A. Lack of interrogation techniques.

B. Lack of scientific temper and professionalism.

C. Lack of knowledge of criminal law and procedures for investigation.

D. Unrealistic public expectation for results.

E. Political and official pressures for quick results.

F. Misconception that laws are not sufficient to achieve results legally.

G. Sadistic pleasure on the part of some police officers.

H. Lack of knowledge of human behavior /psychological compulsions and e-Governance applications.

I. Pressure for results from Victim family etc.

1. As on today it is felt that much is desired from police and there is much needed change required in their attitude from age old and conventional methods. Many of the police interrogations are crude, devoid of scientific techniques. Scientific temper in the investigation is becoming a casualty due to lack of aptitude in acquiring professionalism. The entire investigation of a criminal case is inter-woven with the law and procedure and the evidence is to be gathered in tune with the law of evidence, acceptable in criminal courts.

2. The investigation in a criminal case is to be placed for the test of criminal courts of law, challenged by the legal experts on behalf of the accused. Refresher training in Police Academies, other Police Training Colleges (PTCs), District Training Centers (DTCs), Battalion Training Centres (BTCs) would improve SHO's perception of Human Rights. Sufficient knowledge of law, will remove his misconception, that law is not sufficient to achieve results legally. A well trained police officer with an aptitude to learn interrogation techniques, acquiring professionalism, taking advantage of the

latest scientific aids at his command, need not turn to brutal measures to achieve results.

3. As Police officer directly deal with the public, they should constantly bear it in mind that he needs the assistance of the public either to maintain law and order or to gather evidence from witnesses or in obtaining clues during investigation. He can get such co-operation from the public only when he is polite and courteous in his dealings. Even, in dealing with the accused, there is no scope for inductivity as he does everything ordained by his duties. He should understand that his act is within the framework of law and should not exceed legal limits in his undue anxiety to get results.

Human Rights of different sections of public

951. Every police officer must be aware of the legal rights of various individuals to enable him to respect such rights, not only statutory but also to earn the good-will of the public.

Human Rights of Victims :

1-A. When a cognizable case is presented, it should be registered forth-with by the SHO, furnishing a copy free of cost.

B. Render immediate medical aid by moving him to hospital if he is injured.

C. Protect him from further danger if necessary.

D. Inform the stages of investigation from time to time as a duty.

E. Do not make the complainant go round the police station as he feels that he is being harassed more by the police than the accused.

F. Furnish the necessary documents to victim or his legal heirs of accident cases free of cost to enable them to claim compensation in tribunals.

G. Do not ask the complainant to go to the jurisdictional police station, if they approach the wrong police station. Register the case and transfer it.

H. Let the complainant feel free when he represents his case and do not frighten him to give a wrong impression that police are not his friends but masters.

I. Right to get recovered stolen property back (u/s 451 Cr.PC)

J. Right to be compensated for the criminal wrong (u/s 357 A Cr.PC)

K. Right to receive first-aid and medical treatment free of cost by all hospitals (Provide / Public / State or Central Government) cost for the Victims of acid attack cases, rape case (u/s 357 C Cr.PC) and refusal for treatment by the Hospitals is punishable offence u/s 160 B IPC. (Non-cognizable / Bailable / triable by 1st class magistrate)

Human Rights of Witnesses

2-A. Examine Women/Child/old aged witnesses at their place and do not call them to police station unless it is difficult or impractical.

B. Record their statement in verbatim without translating into other languages and video graph such recording u/s 161 (3) Cr.PC and his / her statement before Court u/s 164 Cr.PC.

C. Examine women and children only at their places of residence, or at a place convenient to them.

D. Remember witnesses are there to help investigation. Therefore, deal with them courteously.

E. Child witnesses should be handled with special care as elaborated in POCSO Act, 2012 (Protection of Children from Sexual Offences) Act i.e. following best interest principle.

F. Victims of sexual harassment at work places (u/s 354 A IPC) should be examined with decency and decorum.

Human Rights of suspects or Accused

3-A. While surveillance as prescribed in the police regulations, authorised by law (u/s 149 Cr.PC) and approved by the Supreme Court in AIR SC 1975 page 1378, is permissible, unnecessary intrusion into the privacy of persons is forbidden. Therefore a margin on the right lines should be drawn to avoid any interference with the right to privacy.

B. Interrogation of suspect is a power vested with the police. But, interrogation should be within the legal framework. Prolonged detention in the name of interrogation may amount to harassment and ultimately turn out as wrongful confinement.

C. Searches of places and more so dwelling houses have to be made strictly in accordance with procedures laid down u/s 100 r/w 165 Cr.P.C. Police officer entering dwelling houses for searches should observe decency and decorum respecting the sentiments of women while discharging their duty. The assistance of women constable or women witness should be taken while

searching the person of a woman. Any unlawful search, not only vitiates the purpose but gives opportunity to the accused to use the right of private defence.

D. Attempts to torture accused or suspects to obtain confessions are not only an offence under Section 330 or 331 IPC, but it is not admissible under law. Besides there is a danger of the suspects or accused confessing falsely in order to escape physical torture, in which case, one is likely to be misled in his investigation.

E. No accused should be forced physically or psychologically to say any thing which is likely to be self-incriminating. Such evidence is prohibited under article 20 clause (3) of the constitution, but voluntary disclosures of their own free will, while in police custody and discovery of a fact in consequence to that information is not barred under Section 27 I.E. Act.

F. There should be no arbitrary arrest. Procedure laid down u/s 41 A Cr.PC in offences punishable with imprisonment for a term less than seven (7) has to be followed scrupulously. All arrests must strictly conform to the requirements of law and procedure. Arrests need not be made just because a police officer has a power to arrest. The necessity to confine is the principle behind the law. The person to be arrested is entitled to know the grounds for arrest as per Article 22 of the Constitution and Section 50 of Cr.P.C.

G. Every person arrested should be informed that he has right to go on bail, if it is a bailable offence and he should be informed that he may arrange for sureties (Article 22 of Constitution and Section 50(2) of Cr.P.C.)

H. The arrested person shall not be subjected to more restraint than is necessary to prevent his escape (Section 49 Cr.P.C.). Handcuffs can be used with the specific orders of the Court in case of dangerous and desperate offenders.

I. An accused person arrested shall have the right to be examined by a medical practitioner. (Section 54 Cr.P.C.).

J. The arrested person shall not be detained unnecessarily for a longer period than is necessary and at any cost should be produced before a Magistrate within 24 hours excluding journey time. (Section 57 Cr.P.C.)

K. The arrested person is entitled to consult any person one of his choice and it shall not be denied (Article 22 of the Constitution).

L. The accused charged of any offence has a right to be defended by an advocate of his choice. (Section 303 Cr.P.C.).(Sec. 41 D Cr.PC.)

M. During custody, the arrested person is entitled for fair treatment and no custodial torture or ill treatment is permissible.

N. Most of the custodial deaths take place during illegal detention. Produce the accused within 24 hours of arrest and obtain police custody from Court for interrogation, if necessary. This will increase the responsibility of police and minimise irresponsible custodial tortures.

O. Rape case accused has to be examined by Medical Officer (u/s 53 A r/w 53 Cr. P.C.).

P. Written consent of accused is required for taking up Lie Detector Test or other intrusive tests. (DDT - Deception Detective Tests)

Human Rights of Women

4. A national policy for custodial Justice to women was recommended by an expert committee on custodial Justice to women, Government of India (1983). Following are some of the important guidelines for police officers dealing with women.

   A. Women shall be shown special treatment wherever they interfere with the system whether as complainants, victims, accused, witnesses or inmates of institution, giving respect for gender dignity and hesitative concern for women.

   B. Separate prisons and police lockups, correctional centers and separate courts shall be set up exclusively to deal with women.

   C. Recognizing the children of custodialised women as innocent, the State shall conscientiously respect the rights and privileges of the children accompanying the women in custody. Children of Victims of Commercial Sexual Exploitation and Trafficking (VOCSETS) are treated as CNCP (Children in Need of Care and Protection) and hence deserve due concern.

   D. The police, prison, correctional, judicial personnel dealing with women shall be specially trained.

   E. Women shall be arrested only in case of absolute necessity and only between sun rise and sunset except in exceptional cases and kept in a Police Station where Women Police Officers shall guard the accused persons.

F. Arrests and search of women including interrogation shall be conducted according to strict standards of decency. Women police officers shall search women and escort women prisoners.

G. Basic amenities and privacy shall be provided to women prisoners.

H. Speedy investigation of Child rape cases (u/s 173 (1) A Cr.PC) within 3 months, medical examinations of rape case victim within 24 hrs u/s 164 A Cr.PC, Speedy trial of rape cases in 2 months from the date of charge sheet (u/s 309 (1) Cr.PC), in-camera trial (u/s 327 Cr.PC r/w 37 POCSO Act), audio-video recording of evidence (u/s 275 (1) Cr.PC), recording of evidence in same vernacular (u/s 277 Cr.PC), using Telugu language as per G.O.Ms. No. 485 Home, (Courts-B) Department dated 29.03.1974 of Government of AP and victims right to prefer an appeal against any order of the Court (u/s 372 Cr.PC) are some of the mandatory rights.

I. In cases of Domestic violence, woman are entitle to approach Protection officers under the PWDV Act, 2005 for redressal of their grievances obtaining reliefs such as (i) Protection orders (ii) residence (iii) Child Custody Order (iv)Compensation order (v) Monetary relief Order. In AP State, the project Directors of ICDS of women and Child welfare Department are designated as Protection Officer to initiate D.I.R (Domestic Incident Report)

J. The Criminal Law Amendment Act, 2013 has enhanced punishments for several offences against women, besides making (a) Sexual harassment at work place (u/s 354 A IPC), (b) assault or use of criminal force to disrobe a woman (Sec. 354 B IPC) (c) Voyeurism (d) Stalking (Sec. 354 D IPC), and (e) trafficking in persons (sec.370 IPC) as punishable offences.

Human Rights of Juveniles

5. Juvenile Justice (Care and protection of children) Act, 2015, which enunciates 16 basic jurisprudence principles is a human rights legislation and is enacted to lay down procedures while dealing with neglected and delinquent juveniles. Every police officer should be acquainted with the provisions of this Act while dealing with Children in Need of Care and Protection (CNCP) and CICL (Children Conflict with Law). The following are some of the important points relating to juveniles.

A. When ever a C.I.C.L. (Child In Conflict with Law) is apperhended for committing any offence, shall not be kept in lockup nor handcuffed.

SJPU (G.O.Ms No. 12 Home (Services-I) Dept. dt 11-2-2016) Addl. SP should take over the matter. He may be released on bail by JJB whether the offence is bailable or non-bailable provided an undertaking is given by his parents or guardians to take care of him and for production in Court in case of offences punishable with imprisonment of less than 7 years. If anybody does not offer surety, he shall be forwarded to "Observation Home" pending enquiry. In case of children between 16 and 18 years of age who are involved in heinous offences like murder, murder for gain, dacoity with murder, rape, gang rape etc., such children are not released on bail.

B. Interrogate a C.I.C.L. with sympathy, care and caution, while being kind and firm.

C. The Addl. SP i/c of SJPU should personally supervise questioning, recovery of property etc.

D. Whenever a statement is to be recorded from C.I.C.L. keep him at ease and make him to speak the truth away from influences.

E. Do not launch security proceedings against a juvenile / C.I.C.L..

The Protection of Human Rights Act 1993

952. Important provisions of the Act:

1. It is applicable to the whole of India.
2. Human rights are, the rights relating to life, liberty, equality and dignity of the individual guaranteed by the Constitution.

The National Human Rights Commission – Constitution

953-1. The National Human Rights Commission has been constituted on 12^{h} October 1993 comprising of Chairman and four members with head quarters at New Delhi. Address : NHRC, Faridkot house, Copernicus Marg, New Delhi -110001, India and the Commission functions through the Secretary General, who is also the chief executive officer of the Commission.

2. In addition to this, the Chairperson of National Commission for Minorities and the Chairperson of National Commission for Women will also be the members of the National Human Rights Commission.

3. The members of the Commission will hold office for five (5) years.

Functions of the Commission

5-A. The National Human Rights Commission can *suo-motu* under take enquiries on information or on a petition into the components of violation of human rights or abetment thereon or against officials not preventing such violation.

B. The Commission can intervene in any proceeding involving such violation pending before a court.

C. The Commission can visit any Police Station, Prison / jail or any other place for detention where persons are allegedly confined. The commission can also summon any person and examine on oath.

D. The commission can also receive any document or affidavit, petition etc., and promotes the respect of human rights through education.

E. The Commission can ask for investigation by any Central or State government agency.

F. After enquiry the Commission has the power to direct the State or Central Government to initiate prosecution.

G. The Commission will submit an annual report to Central Government and to State Government concerned about violation of human rights that were brought to its notice.

State Human Rights Commission (SHRC) :

6. State Government, may constitute a State Human Rights Commission with a Chairman and four (4) members. The head quarters will be situated at a place as indicated by the State Government. The State Human Rights Commission will have the same powers as that of National Human Rights Commission. As per Section 36, the National Human Rights Commission does not enquire into a matter which is already pending with State Human Rights Commission.

Limitations :

The National Human Rights Commission or the State Human Rights Commission does not enquire into any matter after the expiry of one year from the date of commission of violation.

Code of conduct for the police to avoid allegations of violation of human rights:

954-1-A. Police are expected to work within the framework of law and are not expected to take law into their own hands on the plea that the existing law is not

sufficient. They cannot play the role of a lawmaker and judiciary. It is for the other wings of criminal justice system to take care on the point of sufficiency or insufficiency of law. Police are only expected to play the role of an enforcing agency.

B. The police in establishing and enforcing law must as far as practicable, use the methods of persuasion, advice and warning. When use of force is inevitable, it must be as per the procedure and to be the bare minimum.

C. The police officers must remember that they are also members of civilized society.

D. They should remember that their efficiency depends upon the ready co-operation of the public.

E. They should always be courteous and well mannered and they should be dependable, predictable and impartial.

F. They should remember their own limitation and shall not usurp the functions of judiciary.

Awareness

2. The human rights awareness includes awareness about the rights of the accused, victim and the rights of the general citizens. A growing awareness will reduce these violations. This is also possible by educating the law enforcing authorities. They should be trained about the rights of the citizens. Accessibility to the public and prompt response to their grievances goes a long way in protecting the human rights. Enactment of laws or making amendments in laws may help to a certain extent but what is really needed is a change in attitude and proper understanding of human rights.

Duties of Human Rights Cell in the Office of the DGP

955. The Human Rights Cell in the Office of DGP is headed by an Officer of the rank of IGP, designated as IGP (Co-ordination). The role and duties of this Cell shall be as follows:

1. The Human Rights Cell will act as the main link between the NHRC and the State Police agencies.

2. All important cases/complaints referred by the Commission to the State Human Rights Cell wherever specifically indicated, would be got enquired into by an officer of appropriate level. Thereafter, the recommendations made by the Commission are to be followed up to ensure appropriate action

against the delinquent officials is initiated and remedial measures taken, wherever required. However, in cases where the Human Rights Cell feels that an impartial enquiry may not be possible due to extraneous considerations, then it may recommend investigation by the State CID or even the CBI.

3. To keep a close watch on the alleged violations of Human Rights by police personnel which come to light through the newspapers, publications/other sources including complaints to different functionaries.

4. All enquiries/cases relating to police atrocities/harassment/abuse of authority, being sent by the Commission to the District Supdt. of Police for ascertaining facts and verification, may be monitored by the Cell. A copy of all such references will be sent to the Cell, to enable them to monitor timely response from the SPs. They will also ensure follow up action wherever specific directions have been passed by the Commission by way of compliance.

5. Human Rights Cell to regularly interact with the District SsP / SsRP / CsP on human rights petitions/complaints and issue instructions/guidelines, so as to minimize and prevent violations of human rights by the police.

6. To conduct surprise visits to Police Stations, to check cases of illegal detention and abuse of authority.

7. To take such other steps as may be necessary for preventing violations and protecting and respecting the Human Rights of the citizenry who come in contract with the police functionaries.

8. To ensure that all Police Stations in the State display the Guidelines given by the Supreme Court in WP No.539 of 1986, in the case of D.K. Basu Vs State of West Bengal, which were later incorporated in Criminal Law (A) Act, 2005.These requirements are in addition to the constitutional and statutory safeguards and directions given by the courts from time to time in connection with the safeguarding of the rights and dignity of the arrestee vis-à-vis the duties of the police. Special care has to be taken to see that women, children and the vulnerable sections of the society, are not harassed by the police by calling them to the police station in avoidable circumstances.

9. To coordinate with State Police Academy and Training Centres to ensure that their in-service training curriculum have sufficient elements of human rights jurisprudence for the trainees of all ranks. Such a module would aim at educating and sensitizing on the following matters:

A. Constitutional provisions relating to rights of citizens.

B. Key provisions in the substantive law that provide explicit "do's" and "don'ts" in matters of arrest, interrogation, search and seizure etc.

C. Landmark judgments of the Supreme Court on human rights matters; and

D. The implications of fall-outs and non-observance of the human rights guidelines/instructions/laws, while discharging their duties and responsibilities.

10. Organise inter-active sessions/capsule courses of appropriate duration in all training institutions where prominent personalities, lawyers, NGOs are called for participation.

11. Compilation of the departmental circulars and directions on the human rights mandate, issued by the PHQ from time to time and see that these are re-circulated for recapitulation.

12. To identify specific areas of societal human rights violations in the State and to plan out preventive and rehabilitative schemes in conjunction with the concerned Departments (for instance in the field of Child Rights-child sexual abuse, child-labour Gender Justice, Juvenile Justice, non-criminal mentally ill lodged in prisons, discrimination towards the under-privileged, Backward/ SC/ST in specific areas etc.)

13. To organize one-day seminars/workshops on human rights in different cities in association with the State Human Rights Commissions (wherever they are constituted), local University or colleges, philanthropic organizations like Rotary/Lion Clubs.

14. Personally monitor investigation of cases relating to custodial deaths, rape and torture/illegal detentions in police custody and take remedial measures/ follow up departmental action.

15. Actively promote human rights literacy and awareness through publications and media programmes.

16. Publication of quarterly Newsletter on "Human Rights in Law Enforcement" for circulation amongst police officers.

955-17 Declaration on Human Rights Defenders (HRD):

The Declaration on human rights defenders in different languages

General Assembly Resolution A/RES/53/144 adopting the Declaration on human rights defenders.

Elaboration of the Declaration on human rights defenders began in 1984 and ended with the adoption of the text by the General Assembly in 1998, on the occasion of the fiftieth anniversary of the Universal Declaration of Human Rights. A collective effort by a number of human rights non-governmental organizations and some State delegations helped to ensure that the final result was a strong, very useful and pragmatic text. Perhaps most importantly, the Declaration is addressed not just to States and to human rights defenders, but to everyone. It tells us that we all have a role to fulfil as human rights defenders and emphasizes that there is a global human rights movement that involves us all. The Declaration's full name is the "**Declaration on the Right and Responsibility of Individuals, Groups and Organs of Society to Promote and Protect Universally Recognized Human Rights and Fundamental Freedoms**" – with this longer title is frequently abbreviated to "**The Declaration on human rights defenders**".

1. Legal character :

The Declaration is not, in itself, a legally binding instrument. However, it contains a series of principles and rights that are based on human rights standards enshrined in other international instruments that are legally binding – such as the International Covenant on Civil and Political Rights. Moreover, the Declaration was adopted by consensus by the General Assembly and therefore represents a very strong commitment by States to its implementation. States are increasingly considering adopting the Declaration as binding national legislation.

2. The Declaration's provisions

17 (a) The Declaration provides for

1. The support and protection of human rights defenders in the context of their work. It does not create new rights but instead articulates existing rights in a way that makes it easier to apply them to the practical role and situation of human rights defenders. It gives attention, for example,
2. To access to funding by organizations of human rights defenders
3. To the gathering and exchange of information on human rights standards and their violation. The Declaration outlines some specific duties of States and the responsibilities of everyone with regard to defending human rights, in addition to explaining its relationship with national law. Most of the Declaration's provisions are summarized in the following paragraphs. It is

important to reiterate that human rights defenders have an obligation under the Declaration to conduct peaceful activities.

17 (b) Rights and protections accorded to Human Rights Defenders

4. Articles 1, 5, 6, 7, 8, 9, 11, 12 and 13 of the Declaration provide specific protections to human rights defenders, including the rights:

a. To seek the protection and realization of human rights at the national and international levels;

b. To conduct human rights work individually and in association with others;

c. To form associations and non-governmental organizations;

d. To meet or assemble peacefully;

e. To seek, obtain, receive and hold information relating to human rights;

f. To develop and discuss new human rights ideas and principles and to advocate their acceptance;

g. To submit to governmental bodies and agencies and organizations concerned with public affairs criticism and proposals for improving their functioning and to draw attention to any aspect of their work that may impede the realization of human rights;

h. To make complaints about official policies and acts relating to human rights and to have such complaints reviewed;

i. To offer and provide professionally qualified legal assistance or other advice and assistance in defence of human rights;

j. To attend public hearings, proceedings and trials in order to assess their compliance with national law and international human rights obligations;

k. To unhindered access to and communication with non-governmental and intergovernmental organizations;

l. To benefit from an effective remedy;

m. To the lawful exercise of the occupation or profession of human rights defender;

n. To effective protection under national law in reacting against or opposing, through peaceful means, acts or omissions attributable to the State that result in violations of human rights;

o. To solicit, receive and utilize resources for the purpose of protecting human rights (including the receipt of funds from abroad).

17(c) The duties of States

8. States have a responsibility to implement and respect all the provisions of the Declaration. However, articles 2, 9, 12, 14 and 15 make particular reference to the role of States and indicate that each State has a responsibility and duty:

a. To protect, promote and implement all human rights;

b. To ensure that all persons under its jurisdiction are able to enjoy all social, economic, political and other rights and freedoms in practice;

c. To adopt such legislative, administrative and other steps as may be necessary to ensure effective implementation of rights and freedoms;

d. To provide an effective remedy for persons who claim to have been victims of a human rights violation;

e. To conduct prompt and impartial investigations of alleged violations of human rights;

f. To take all necessary measures to ensure the protection of everyone against any violence, threats, retaliation, adverse discrimination, pressure or any other arbitrary action as a consequence of his or her legitimate exercise of the rights referred to in the Declaration;

g. To promote public understanding of civil, political, economic, social and cultural rights;

h. To ensure and support the creation and development of independent national institutions for the promotion and protection of human rights, such as ombudsmen or human rights commissions;

i. To promote and facilitate the teaching of human rights at all levels of formal education and professional training.

17(d) The responsibilities of everyone

The Declaration emphasizes that everyone has duties towards and within the community and encourages us all to be human rights defenders. Articles 10, 11 and 18 outline responsibilities for everyone to promote human rights, to safeguard democracy and its institutions and not to violate the human rights of others. Article 11 makes a special reference to the responsibilities

of persons exercising professions that can affect the human rights of others, and is especially relevant for police officers, lawyers, judges, etc.

17(e) The role of national law

Articles 3 and 4 outline the relationship of the Declaration to national and international law with a view to assuring the application of the highest possible legal standards of human rights.

A more detailed commentary on the Declaration was provided in the report of the Secretary-General to the Commission on Human Rights at its fifty-sixth session, in 2000 (E/CN.4/2000/95). The report also contains proposals for the implementation of the Declaration. Furthermore, in July 2011, Margaret Sekaggya issued a Commentary to the Declaration on human rights defenders, a key document mapping out the rights provided for in the Declaration based mostly on information received and reports produced by the mandate.

955-17(f) The National Human Rights Commission, in its letter dated : 02.12.2003, recommends the following modified procedure to be followed by the State Governments in all cases of deaths in the course of police action :-

A. When the police officer in charge of a Police Station receives information about the deaths in an encounter between the Police party and others, he shall enter that information in the appropriate register.

B. Where the police officers belonging to the same Police Station are members of the encounter party, whose action resulted in deaths, it is desirable that such cases are made over for investigation to some other independent investigating agency, such as State CID.

C. Whenever a specific complaint is made against the police alleging commission of a criminal act on their part, which makes out a cognizable case of culpable homicide, an FIR to this effect must be registered under appropriate sections of the I.P.C. Such case shall invariably be investigated by State CID.

D. A Magisterial Inquiry must invariably be held in all cases of death which occur in the course of police action. The next of kin of the deceased must invariably be associated in such inquiry.

E. Prompt prosecution and disciplinary action must be initiated against all delinquent officers found guilty in the magisterial enquiry/ police investigation.

F. Question of granting of compensation to the dependents of the deceased would depend upon the facts and circumstances of each case.

G. No out-of-turn promotion or instant gallantry rewards shall be bestowed on the concerned officers soon after the occurrence. It must be ensured at all costs that such rewards are given/ recommended only when the gallantry of the concerned officer is established beyond doubt.

PSO - 955-17 (f)

H. A six monthly statement of all cases of deaths in police action in the State shall be sent by the Director General of Police to the Commission, so as to reach its office by the 15th day of January and July respectively. The statement may be sent in the following format along with post-mortem reports and inquest reports, wherever available and also the inquiry reports:-

1. Date and place of occurrence
2. Police Station, District.
3. Circumstances leading to deaths:
   - i. Self defence in encounter
   - ii. In the course of dispersal of unlawful assembly
   - iii. In the course of effecting arrest.
4. Brief facts of the incident
5. Criminal Case No.
6. Investigating Agency
7. Findings of the magisterial Inquiry/enquiry by Senior Officers:
   - a. disclosing in particular names and designation of police officials, if found responsible for the death; and
   - b. whether use of force was justified and action taken was lawful.

955-17(g) People's Union for Civil Liberties & Anr. Vs. State of Maharashtra & Ors. [Criminal Appeal No.1255 of 1999], dt: 30.09.2014.

1. The Hon'ble Supreme Court issued the following requirements to be followed in the matters of investigation of **police encounters** or in the cases of death in police custody, as the standard procedure for thorough, effective and independent investigation :

(i) Whenever, the police is in receipt of any intelligence or tip-off regarding criminal movements or activities pertaining to the commission of grave criminal offence, it shall be reduced into writing in some form (preferably into case diary) or in some electronic form. Such recording need not reveal details of the suspect or the location to which the party is headed. If such intelligence or tip-off is received by a higher authority, the same may be noted in some form without revealing details of the suspect or the location.

(ii) If pursuant to the tip-off or receipt of any intelligence, as above, encounter takes place and firearm is used by the police party and as a result of that, death occurs, an FIR to that effect shall be registered and the same shall be forwarded to the court under Section 157 Cr.PC., without any delay. While forwarding the report under Section 157 Cr.PC., the procedure prescribed under Section 158 Cr.PC., shall be followed.

(iii) An independent investigation into the incident/encounter shall be conducted by the CID or police team of another police station under the supervision of a senior officer (at least a level above the head of the police party engaged in the encounter). The team conducting inquiry/investigation shall, at a minimum, seek:

(a) To identify the victim; colour photographs of the victim should be taken;

(b) To recover and preserve evidentiary material, including blood-stained earth, hair, fibers and threads, etc., related to the death;

(c) To identify scene witnesses with complete names, addresses and telephone numbers and obtain their statements (including the statements of police personnel involved) concerning the death;

(d) To determine the cause, manner, location (including preparation of rough sketch of topography of the scene and, if possible, photo/video of the scene and any physical evidence) and time of death as well as any pattern or practice that may have brought about the death;

(e) It must be ensured that intact fingerprints of deceased are sent for chemical analysis. Any other fingerprints should be located, developed, lifted and sent for chemical analysis;

(f) Post-mortem must be conducted by two doctors in the District Hospital, one of them, as far as possible, should be incharge/ Head of the District Hospital. Post-mortem shall be videographed and preserved;

(g) Any evidence of weapons, such as guns, projectiles, bullets and cartridge cases, should be taken and preserved. Wherever applicable, tests for gunshot residue and trace metal detection should be performed.

(h) The cause of death should be found out, whether it was natural death, accidental death, suicide or homicide.

(iv) A Magisterial inquiry under Section 176 Cr.PC., must invariably be held in all cases of death which occur in the course of police firing and a report thereof must be sent to Judicial Magistrate having jurisdiction under Section 190 Cr.PC.

(v) The involvement of NHRC is not necessary unless there is serious doubt about independent and impartial investigation. However, the information of the incident without any delay must be sent to NHRC or the State Human Rights Commission, as the case may be.

(vi) The injured criminal/victim should be provided medical aid and his/her statement recorded by the Magistrate or Medical Officer with certificate of fitness.

(vii) It should be ensured that there is no delay in sending FIR, diary entries, panchnamas, sketch, etc., to the concerned Court.

(viii) After full investigation into the incident, the report should be sent to the competent court under Section 173 Cr.PC. The trial, pursuant to the chargesheet submitted by the Investigating Officer, must be concluded expeditiously.

(ix) In the event of death, the next of kin of the alleged criminal/victim must be informed at the earliest.

955-17(h) HALF-YEARLY STATEMENTS OF SsP / SsRP / CsP/ DGsP :

1(i) Half yearly statements of all cases where deaths have occurred in police firing must be sent to NHRC by DGPs. It must be ensured that the half

yealy statements reach to NHRC by 15th day of January and July, respectively. The statements may be sent in the format along with post mortem, inquest and, wherever available, the inquiry reports as shown in PSO 955-17 (f)(H)

a. Date and place of occurrence.

b. Police Station, District.

c. Circumstances leading to deaths:

   i. Self defence in encounter.

   ii. In the course of dispersal of unlawful assembly.

   iii. In the course of affecting arrest.

d. Brief facts of the incident.

e. Criminal Case No.

f. Investigating Agency.

g. Findings of the Magisterial Inquiry/Inquiry by Senior Officers:

   i. disclosing, in particular, names and designation of police officials, if found responsible for the death; and

   ii. whether use of force was justified and action taken was lawful.

(ii) If on the conclusion of investigation the materials/evidence having come on record show that death had occurred by use of firearm amounting to offence under the IPC, disciplinary action against such officer must be promptly initiated and he be placed under suspension.

(iii) As regards compensation to be granted to the dependants of the victim who suffered death in a police encounter, the scheme provided under Section 357-A Cr.PC., must be applied.

(iv) The police officer(s) concerned must surrender his/her weapons for forensic and ballistic analysis, including any other material, as required by the investigating team, subject to the rights under Article 20 of the Constitution.

(v) An intimation about the incident must also be sent to the police officer's family and should the family need services of a lawyer / counselling, same must be offered.

(vi) No out-of-turn promotion or instant gallantry rewards shall be bestowed on the concerned officers soon after the occurrence. It must be ensured at all costs that such rewards are given / recommended only when the gallantry of the concerned officers is established beyond doubt.

(vii) If the family of the victim finds that the above procedure has not been followed or there exists a pattern of abuse or lack of independent investigation or impartiality by any of the functionaries as above mentioned, it may make a complaint to the Sessions Judge having territorial jurisdiction over the place of incident. Upon such complaint being made, the concerned Sessions Judge shall look into the merits of the complaint and address the grievances raised therein.

2. The above guidelines will also be applicable to grievous injury cases in police encounter, as far as possible.

United Nation Standard minimum Rules on prison - related issues (adopted by UN on 17.12.2015) called "Nelson Mandela Rules"

Eight substantive areas were revised :

1. **Respect for prisoners' inherent dignity :** The principle of treatment with respect for the dignity and value as human beings and the prohibition of torture and other cruel, inhuman or degrading treatment or punishment have been incorporated throughout the Rules,
2. **Medical and health services :** The Rules clarify that healthcare of prisoners is a state responsibility,
3. **Disciplinary measures and sanctions :** As an overarching principle, prison staff are encouraged to use conflict prevention mechanisms to prevent disciplinary offences and resolve conflicts.
4. **Investigations of deaths and torture in custody :** The updated provisions introduce the obligations of the prison in cases of any death, disappearance or serious injury. These include obligations on reporting, investigations and notifying family or friends. Prisoner file management requirements were also amended in recognition of their role in recording incidents and complaints.
5. **Protection of vulnerable groups :** that prisons need to identify the individual needs of prisoners and that measures taking account of such needs must not be regarded as discriminatory.
6. **Access to legal representation :** Provisions were updated and expanded to cover not only pre-trial detention and criminal proceedings, but requirements of legal counsel more comprehensively
7. **Complaints and independent inspection :** The impact of external monitoring was acknowledged by introducing the requirement of a twofold system of regular inspections, internal as well as external by an independent body.
8. **Training of staff :** The necessity of training for staff prior to entry into service as well as ongoing in-service training, both of which should reflect contemporary evidence-based best practice.

CHAPTER 55

Police Computer Services and Standardization

956. Formation of PCS and Standardization

As the introduction and expansion of **Information Technology** in the functioning of policing became an important priority, the police authorities decided to create a separate, dedicated entity within the State Police Department and entrusted this key challenge to the Police Computer Services (PCS) Wing which came into existence in the year 1999. This wing initiated the conceptualization and development of software applications, the procurement (ICT) infrastructure and communication Technology (Hardware, Software and Network), the setting up of a strong 'communications' infrastructure for networking both within individual Police units and across all the Police Units in the state, the building up of physical infrastructure, the introduction of changes in the management of processes including organizational ones as appropriate, and also the systemization and standardization of all these efforts.

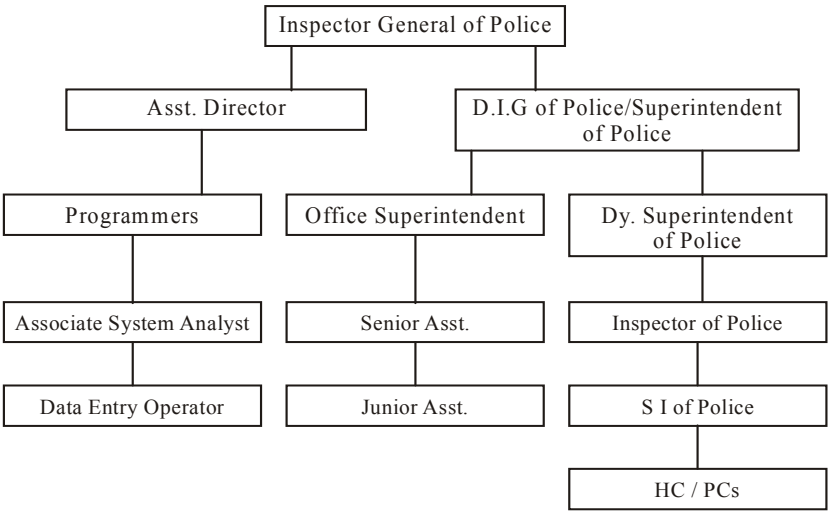
As per the proceedings of RC.No.215/R2/99 dated 06.07.1999 of the DGP, A.P, Hyderabad, the Police Computers Services, Hyderabad was bifurcated from the State Crime Records Bureau. These proceedings were ratified by the government through G.O. Rt No. 4219 Home (Pol. D) Department, dated 24.12.1999. While the SCRB was placed under direct control and supervision of the Addl.DGP CID, the PCS was created as an independent unit. Later the 'standardization' of the police procedures was added, and PCS became Police Computer Services and Standardization.

957. How does the PCS & S Work

The PCS understands the need to develop an organizational setup to handle the central application / data repository as well as undertake district-level initiatives and requirements like training via district level IT teams. Having trained personnel at the district level would enable the decentralization of field-level decision making, the delegation of tasks down the hierarchy and most crucially, the implementation and usage of ICT based operations about 1500 locations in A.P. through application implementation and deployment.

957-1

Organizational Structure and Staff Structure :-



957-2

ALOTTED STRENGTH OF PCS & S, Andhra Pradesh
(After bifurcation of combined State in the ratio of 58:42)

SI. No.	Rank	Sanctioned Strength
1.	Inspector General of Police	1
2.	Dy. Inspector General of Police	1
3.	Superintendent of Police	1
4.	Dy. Superintendent of Police	3
5.	Inspectors	3
6.	Sub-Inspectors	12
7.	Head constables	2
8.	Police Constables	10
9.	Assistant Director	1
10.	Associate system Analyst	1
11.	Programmers	5
12.	Data entry operator	10
13.	Office Superintendent	1
14.	Senior Assistants	1
15.	Junior Assistants	1
16.	Senior Steno	-
17.	Typist	1
18.	Record Assistant	1
	Total :	**55**

958. Responsibilities of the PCS & S

The Police Computer Services and Standardization performs the work of proposing, planning and implementing the automation of Police Administration and functional process through computerization. In connection with the implementation, coordination, maintenance and rollout of various Applications the following teams have been formed in PCS&S.

1. **Technical Team :** The Technical team is headed by the DSP and consists of two Inspectors and four Sub-Inspectors of Police. They are responsible for Testing, Training and implementation of various applications developed in PCS&S. Each Technical team member is incharge of some Districts / Units.

2. **Database Administration Team:** This team consists of one SI and three constables. The responsibilities of this team are to maintain the databases of all applications hosted on AP Police Intranet. They are also responsible for data backup and restore and other related activities. Very soon this team will be added with four more constables for strengthening the team.

3. **Operations Team**: Operations team consist of one Inspector, three Sub-Inspectors of Police, one Asst. Sub-Inspector of Police and four constables. The responsibilities of this team are to attend Hardware and Network related activities in Chief Office and also through out the State with the help of District IT Core Team. They are responsible for the Servers installed in the Data Centre.

4. **Core Team**: The Core Team consist of six members having relevant technical skills for maintaining the Sun Solaris, Linux and Windows Servers. The six members are appointed on outsourcing basis through APTSL. The main responsibility of this team is to maintain the Data Centre and also train the departmental team.

5. **Software Development Team**: The Software development team has been formed and trained in Java and dot net. Shortly this team will taken up the development and maintained one of the existing softwares and new applications.

6. **IT Core Team**: The following are the primary roles of the I.T. Core Team// Members.

7. **Computerization activities in the Department :-**

   a. Maintenance of the Data Centre and Applications / Databases hosted on Intranet.

   b. Identifying various areas in Police Department for computerization and providing necessary domain knowledge to the Software Development Teams and facilitating them in testing and implementation.

   c. Organizing trainings on Basics of Computers and other specialized technical areas and usage of various applications developed and implemented by the Police Computer Services to the IT Core Team Members in Districts / Units. Monitoring the training activities taken

up by the IT Core Team Members at District Training Centres in respect of organizing trainings to the Police personnel in the respective Districts / Units.

d. Collecting feedback of the end-users in respect of various applications through IT Core Team Members and furnishing the same to the Development Team for incorporating the new features and rectification of the bugs in the Software.

e. Co-ordinating with various Government agencies like IT&C Department, NIC, BSNL etc for taking technical solutions, guidance in respect of networking all Police Stations in the State with the Data Centre through Broadband / CDMA / Dial-up connectivity etc.

f. Station Writers, Court Constables, Inspector Writers and Camp Clerks are targeted and imparted with training in IT applications. IT Training has been made mandatory for Police recruits during their Induction Training at PTCs.

g. A Help Desk has been established at the Police Computer Services for registration of Complaints and rectification of the problems relating to the Hardware, Software, Network, Internet, DTC from all the Districts / Units in the Police Department including Chief Office.

h. The District /Unit Officers have requested for Computer training courses to the personnel on the following Technical fields.

i) System Administration

ii) Database Administration

iii) Hardware Maintenance

iv) Network Maintenance

Accordingly trainings in the above Technical fields have been conducted by the PCS&S to Police personnel through private firms.

959. Implementation of IT applications :

During this period AP Police has entered a new IT era, from the first of January 2009 onwards, with each and every Police Station in AP began issuing FIRs online, as part of mandatory on line data transfer (MODT). PCS&S provides network to finger print bureau for F.A.C.T.S (Finger printing Analysis and Criminal Tracking System).

e-COPS (Electronic – Computer Operation for Police Services) is being implemented as of 2016 with intranet connectivity, uploading all the seven (7) Integrated Investigation Forms, missing children portal and various other on line information including motive of offence, criminal wise/ district wise / Police station wise data useful for

detection and investigation. In each sub-Division an e-COPS Police constable / Head constable who is trained in ICT application is posted to ensure the smooth flow of the net work and attend to soft ware / hard ware problems if any. All the Police station writers are given training on a continuing basis including hard ware trouble shooting in AP Police Academy.

960. Crime and Criminal Tracking Networks and Systems (CCTNS)

MHA, Government of India vide D.O. letter No. 24021/9/2008-PM-I, dt. 05-12-2008 has embarked upon a prestigious project to automate and connect all Police Stations and other Police offices in the country through CCTNS. Andhra Pradesh being one of the advanced states in this field has taken various initiatives to pioneer the endeavour. Pursuant to the Letter of DGP AP vide C.No. 139/A2/PCS & S/2008 dt. 17-09-2009 requesting the government to form a society called Andhra Pradesh Society for Electronic Computerization of Police Services (APeCOPS) to be governed by Rules and By-Laws the government of AP issued GO. Ms. No. 466 HOME (PSC) Dept. dt. 16-11-2009 creating the society for enhancing the efficiency and effectiveness of policing through the adoption of principles of e-governence and creation of a nation vide infrastructure for evalution of IT enabled state of the Art Tracking System for investigation of crime and detection of criminals.

The Police Computer Services & Standardization (PCS&S), a wing of the Andhra Pradesh police is dedicated to bring about the extensive and effective use of Information and Communication Technology (ICT) in the Department under CCTNS project.

CCTNS is a mission mode project under the National e-Governance Plan of Government of India. Keeping in view of an urgent National need for digitization of databases on Crime and Criminals and for sharing Information with all the stake holders in the system and to meet challenges of crime control and maintenance of public order effectively and also with a view to give major thrust on technology up gradation in Police, the Planning Commission of India has included the New Scheme of CCTNS in XI Five Year Plan (2007-2012). An estimated outlay of Rs. 2,000 Crores for XI Five Year Plan period was approved by the Planning Commission of India as a Mission Mode Project under the National e-Governance Plan of Government of India. This project will be extended with a country-wide network covering almost all the 14,000 Police Station and about 6,000 other Higher Police Officers.

As part of CCTNS project implementation process, M/s Tata Consultancy Services has been selected as System Integrator (SI) with a view to strengthen State Police in meeting its objectives of CCTNS Project, M/s Accenture Services Pvt. Ltd was selected as State Project Monitoring Unit (SPMU) to monitor the implementation of CCTNS Project.

961. Objectives of 'CCTNS' :

The objectives of the Scheme can broadly be listed as follows:

1. Make the Police functioning citizen friendly and more transparent by automating the functioning of Police Stations.
2. Improve delivery of citizen-centric services through effective usage of ICT.
3. Provide the Investigating Officers of the Civil Police with tools, technology and information to facilitate investigation of crime and detection of criminals.
4. Improve Police functioning in various other areas such as Law and Order, Traffic Management etc.
5. Facilitate Interaction and sharing of Information among Police Stations, Districts, State/U T headquarters and other Police agencies.
6. Assists senior Police Officers in better management of Police force
7. Keep track of the progress of Cases, including in Courts
8. Reduce manual and redundant Records keeping
9. Under the CCTNS project, approx, 14,000 Police Stations throughout the country has been proposed to be automated beside 6000 higher offices in hierarchy e.g. circles, sub-Divisions, District, Range, Zones, Police Head quarters, SCRB including scientific and technical organizations having databases required for providing assistance and information for investigation and other purposes e.g Finger Print Bureau, Forensic labs etc.

   The IT initiatives and solutions presently being executed across the State of Andhra Pradesh as follows:

   a. Projects
   b. Investigation Centric
   c. Citizen Centric -Quick Response
   d. Future Road Map

962. The following are the advanced features available in CCTNS project :

1. Enterprise Search :

It is an advanced analytical search engine This has helped in accelerating the process of identification of criminals involved in crime and proceeding further Investigator can search by name, Crime Number, Mobile Number for fetching the data available from petition, FIR, Arrest, Charge sheet, History sheet NBW, Conviction status.

Search by Name as Accused, Witness, Complainant, Victim :

<table>
<tr>
<td>Search by Petition ID
a. Petition ID
b. Status of the Petition
c. Enquiry Officer/I.O
d. Police Station
e. District</td>
<td>Search by FIR:
a. Year of the FIR
b. Name of the IO
c. Police Station
d. District</td>
</tr>
<tr>
<td>Search by Mobile No
a. Office No
b. Person Name
c. Person Type
d. Crime No
e. Police Station
f. District</td>
<td>Search by Vehicle
a. Vehicle Details: Type, Vehicle No, Registration date, person name, person type, crime number, vehicle status
b. ID proof details
c. Address proof details</td>
</tr>
<tr>
<td colspan="2">Search by Name
a. Accused
b. Witness
c. Complainant
d. Victim</td>
</tr>
</table>

2. Advantages :

a. Know the antecedents, character, behavior of a person and his criminal history

b. FIR/Petition :

SHO got to know whether he is a

i. Habitual petitioner (Petition Monger)

ii. Habitual offender

iii. Stock witness

iv. If he is a criminal, his Crime culture,Type, time of offence, his offence Jurisdiction, Co associates, Life style of a person, Type of the vehicle he is using during offence

v. To locate where about in **case of OV criminals**

c. Arrest :

i. Enable the IO, to know the Status of arrest of a person.

ii. Number of cases he/ she was arrested/ remanded to Judicial Custody.

iii. Number of cases , arrests are pending and wanted to other Police Station.

iv. System gives suggestions to predict the behavior of a suspect so as to take proper steps during interrogation and at the time of arrest etc.

v. Facilitates to note the previous history of the Crime in his confession statements..

vi. To get extension of a remand period .

vii. Useful in filing contest petition for **opposing bail.**

d. NBWs :

i. Number of NBWs pending against a person.

ii. Automatic alerts for initiation of proclamation proceedings .

e. Automatic alerts to SHO :

i. For opening of History Sheets (Suspect/KD/DC/Rowdy sheets).

ii. Declaring habitual offender.

iii. Updating of history sheet, transferring of history sheet,closing.

iv. Initiation of bound over proceedings u/s 110 CrPc.

v. Initiation of Preventive Detective act proceedings.

vi. Initiation of externment proceedings.

f. Verifications :

i. To check the antecedents of a person .

ii. While issuing NOC for various Governmental benefits.

iii. Useful for Special Branch, Intelligence wings at the time of job verifications, Passport Verifications, permissions for Gun licenses.

g. Supervision :

i. Facilitate the SHO to know the conviction particulars of a criminal and to send the details to SCRB for maintenance of database.

3. Aadhar Search :

e-COPS application has bean integrated with SRDH. Police can authenticate or know the criminals identity details by using this Aadhar Search.

4. Aadhar Search scenarios :

a. Search by using Aadhar Number.

b. Search by using Name and C/O Name.

c. Search by using Name and Date of Birth

d. Search by using Name and Mandal

e. Search by using Name and District

f. Authentication by using Bio Metrics i.e., Finger Prints, Iris Data

5. Advantages :

a. Useful in Authentication Process.

b. Useful in finding OV Criminals (Out of view)

c. If we have Aadhar Number of Criminal then we can find his Gas Connection details, employee Id, Mobile Number and subsidiary details like MGNREG details etc., (Mahatma Gandhiji National Rural Employment guarantee scheme).

963. Criminal Intelligence System :

a. It is an investigation Support and Repository.

b. It facilitates in identifying and short listing details of most probable offenders of involvement in crime along with their personal details

c. It also displays the images of criminals. It provides most wanted persons details

d. Provides Arrested persons, Missing persons, unknown dead bodies image details

e. It provided the following searches :

Offender search : Search by name, by crime head, by crime no., based on crime scene clues, based on crime count, based on FPs no, custom search and basic search	**Missing and Unidentified Dead body search :** System matched list of missing persons and unidentified dead bodies, for listing unit wise missing persons & dead bodies
Pending NBW Search : Crime classification, major head, minor head	**Gang Search :** Gang details, Modus operandi, Gang Leader name, Gang name, Gang type etc
Jail inmates Search Vehicle Search Mobile Search	

1. MIS (Management Information Systems) reports to the IO :

a. Offender wise reports

b. Gang wise reports

c. Missing persons wise reports

d. Dead bodies wise reports

e. Vehicle wise reports

f. Jail wise reports

2. SMS Alerts :

a. It Provides interface to the external SMS gateway for enabling the SMS services to the Superior Officers for Crime and Criminal related Alerts.

b. SMS alerts will be sent to CI, SDPO and Superintendent of Police on registering the FIRs related to Grave Cases.

c. Group SMS on Law & Order issues etc.,

d. SMS alerts to CI, SDPO/ ACP in case of release of offenders

e. On each stage, Approx.. 11 SMS alerts to citizens in case of Passport verification Report (PVR).

f. On each stage, SMS alerts to citizens in case of petition filed before Police through I click machine

g. SMS alerts to the citizen who opted SOS facility in Abhayam App

h. Alerts to IO, witness about Court Proceedings.

3. DGP Dash Board :

a. The Head of the Police Department can view the total Crime details on real time.

b. **FIR management** : Bodily Offences, Property offences, SC/ST, Women Harassment, White Collar Crimes, Road accidents, Cyber Crimes.

c. **Status of the FIR**: Arrests, Charge Sheets, Final Reports, Pending Trails etc.,

d. **UI Cases status: Yesterday, Month, Year**

e. **Petitions** : Today, Yesterday, Month, Year , Received, EO assigned, pending

Restful services shared to the CM Core Dashboard for Real time data pulled from CCTNS

964. AP Police Citizen Portal :

AP Police has developed a web based citizen portal to provide information along with services to its citizens

Available Citizen Services	Available Information to Citizens
• Online Petition • Know your Case Status • Know FIR Status • Know your Vehicle Status • e- Challan Status • e- Passport Status • MeeSeva Also providing 52 Paid Services	• Missing Persons • Unknown Dead bodies • Most wanted Criminals • Crime against Children/Women • Crime Prevention /Road Safety • White Collar Offences • Hatred and Terror (Identifying a Terrorist/Terror preparedness) • Guidelines to tourists etc., • Information regarding AP Police Department.

965. Investigation - Centric IT Initiatives :

To ensure effective and efficient digital support system for Investigating Officers AP Police is using IT in every functional aspect.

1. Chankya Mobile Application :

AP Police has developed Tablet based "Chanakya" Mobile application for Investigators. It has the features like

a. Searches: Enterprise ,Aadhar Search

b. Citizen Portal,e-Passport Seva,AbhayamApp,Telephone Directory
c. Criminal Intelligence System, Jail Release Monitoring System
d. Vehicle Search System,Email (Police Mailing System)
e. e-Courts,Vahan, Sarathi
f. 3rd Eye Database, Tracemate

2. Court Monitoring System :

Which is a centralized high-level e - monitoring and supervision of court work

a. It will ensure speedy justice to the needy.
b. Crime monitoring and optimum utilization of police resources
c. Improved conviction rate / service of summons/execution of NBWs

3. Jail Release Monitoring System :

It is a web enabled integrating system of Jails and Police Stations across the State.

a. It will facilitate to monitor/ trend analyzing of the activities of Released prisoners, Remanded, Convicted, Mulakath etc.,
b. SMS alerts to Concerned arrested/residential SHOs and other related stakeholders.
c. Enables to Monitor and draw the Trend Analysis of the Crime in particular time, location, type.

4. Vehicle Acknowledgement System(VAS) :

a. A cloud enabled web utility system to integrate all Police Stations with the following details likeVehicles Lost / Involved in crime, Abandoned/Unclaimed.
b. Capturing the details of vehicle number/ Engine number/ Chassis number / Crime number/Section of Law / Case Current status (UI/ PT / Lok Adalath)
c. Citizen interface to search for lost/theft vehicles

5. Advantages :

a. Account for all the vehicles
b. System matched MIS reports of theft, crime, abandoned vehicles
c. Facilitates the SHO to auction the abandoned vehicles/unclaimed vehicles.
d. Facilitates the IO to know the details of suspected vehicles during enforcement work.

6. 3rd eye :

a. Investigation toolkit for Investigation Officers.
b. To search and comparison of the missing Mobile phone.

c. To search and Comparison of the Vehicle identity.

966. Citizen Centric Quick Response Systems :

Abhayam : Which is a mobile application, empowers citizens to have the power to protect themselves at a click of a button.

a. (SoS / Panic).

b. Digital Crime reporting through instant incident reporting

c. Travel Tracker for friends and family

1. I-Click :

Which is a online Complaint Logging machine, installed at Visakhapatnam, Nellore, Prakasam and Guntur Urban.

a. Complainant can lodge complaint either through Voice/Written or Text in Tri Languages (Telugu/English/Hindi)

b. Get printed acknowledgement and SMS.

c. Enabled SMS alters on his complaint status.

2. e-Passport Seva :

AP Police has successfully implementing e-Passport Seva Application i.eVerifast from 1.11.2015. Online Police Verification of Pass Port Applications.

a. SMS alerts to citizen at every stage of his application.

b. Feedback from citizen for their grievances.

3. FIR @ Door Step :

People Centric high level police availability initiation by name Sodhana.

a. It is a Mobile Police Station

b. Citizen need not visit Police Station.

c. Citizen can register complaint at scene of offence itself.

4. Dial 100 :

Which is a voice based Emergency Response Initiative.

Future Road Map :

967. Command and Control Centre at Amaravathi :

AP Police has proposed to establish command and contol at Amaravathi.

a. It is a Emergency Response and surveillance Monitoring Center

b. Monitoring the surveillance system at state level.

c. Integration with the DIAL 100.

d. Computer aided Vehicle Dispatching by using GIS & GPS Technology.

e. It has the details of Police Man Power and details of vehicles and their locations.

1. e-Beat and e-Patrolling :

AP Police has developed software for e-Beat and e-Patrol i.e., Tracemate. 2 wheeler and 4 wheeler GPS fitted devices are required to implement **e-Beat and e-Patrolling System** across the Andhra Pradesh State. In this system, command and control can track all the vehicles and direct them to reach scene of offence in minimal time. Police Station wise Crime and Criminal mapping along with Geo coordinates were done.

2. Advantages of having these systems are :

a. Dynamic allotment of Beat

b. Automatic tracking

c. Reducing response time, Fixing accountability by measuring response time and feedback

d. Integrated response for

i. Abhayam (SOS)

ii. Dial 100

iii. Incident response

3. Standardization : Under Standardization the following processes have been standardized and hosted on AP Police Citizen portal for the benefit of IOs :-

a. Scientific aids to Investigation

b. Investigation support Centre

4. Physical Fitness Application :

(Ref. Rc. No. 64/Trg.2/2016 of DGP Andhra Pradesh Dt. 2-2-2016)

A centralized high-level application for e - monitoring and supervision of physical fitness of all men and officers of Police Department. Defined the standards of fitness levels as A(fully fit), B (Moderately fit), C (unfit), Obese keeping in view of the BMI, 100 mts and 1 mile running and expertise in yoga. All men and officers are grouped basing on their age. i.e below 30 years, 31 to 40 years, 41 to 50 years, 51 to 55 years and above 56 years. The SsP/CsP have to conduct the tests annually and upload the data followed by remedial measures.

5. Advantages :

a. System generates MIS reports about the fitness of the officers / men in any particular point of time. (District wise, Rank wise, Fitness wise)

b. Facilitates the SHO to know the levels of fitness of their men

c. Facilitates the SHO for proper work distribution (right men for right job)

d. Facilitates the unit officer for taking a decision to send the men and officers who comes under C category, will be sent to PTC, B category to DTCs for weight reduction training and yoga.

CHAPTER 56

Implementation of Safe City concept by Commissioners of Police / Superintendents of Police

968. Introduction : The Director General of Police (HOPF) may direct one of his staff officers to take forward the Safe City Project which ultimately results in overall reduction in crime, enhances public safety, safety of women and children and creates a conducive environment for other development activities. Electronic interface enhances analytical ability of the Police organization for prevention and detection of bodily offences and property offences which account for more than 55% of the total crime. It also reduces Motor Vehicle accidents as the detective devices like Automatic Number Plate Recognition Application (ANPR) catch the erring owners and drivers and other repeat offenders. It enhances the Government's credibility phenomenally.

969. SMART Policing

(DGP AP FAX Message Rc.No. 369 / L&O-II), 2014 of 24.09.2015). The Ministry of Home Affairs (MHA), Government of India has communicated to all state governments for ensuring and enabling implementation of S.M.A.R.T objectives for enhancing Police image, public service delivery and for winning public trust. The S.M.A.R.T objectives are introduced by the Prime Minister of India during 49th Director General of Police /Inspectors General of Police conference at Gauhati, Assam State on Nov 30th, 2014.

S	-	Sensitive and strict
M	-	Modern with mobility
A	-	Alert and accountable
R	-	Reliable and Responsive
T	-	Trained and Tech-savvy

Any city will be safe if the above five (5) parameters are achieved. The same was communicated to the State Government by Union Home Secretary vide D.O.No. 554610/HS/2015 dt: 14.07.2015 and file No.73/23/2014/ DD (E), Dt 21.09.2015

C. Command and control centre solutions

Monitoring Solutions	Communication Systems	Mobility Solutions
Video surveillance/CCTV Cameras Video Analytics Automatic Number Plate Recognition (ANPR) Facial Recognition System (FRS)	Net work connectivity. Unified communication data centers Application portfolio	Vehicle mounted cameras Vehicle tracking system on GIS
Detection	**Analysis**	**Reaction**

Safe city : A perspective

970.A Public safety has emerged as an important function for governments across the world. It refers to the duty and function of the State to ensure the safety of its citizens, organisations and institutions against threats to their well-being as well as the traditional functions of law and order. With more than half the global population today living in urban areas, safe city is increasingly being considered essential in ensuring secure living and prosperity. Crime, violence and fear in cities pose significant challenges. The basic principles of good governance must find a direct application in any urban safety strategy, aimed at reducing and preventing common problems of crime and insecurity. The United Nations, through its Habitat Agenda on Human Settlements (Habitat II, 1996), which was adopted at the Istanbul Conference, initiated a series of approaches and strategies to effectively reduce and eradicate violence and crime within the cities. The aim of the UN-Habitat Safer Cities programme is to reinforce personal safety and reduce fear by improving safety services and accountability to the community. The Safer Cities programme has the following building

B. **Building urban safety through urban vulnerabilities reduction** :

The UN Safer Cities programme defines '***vulnerability'*** as the probability of an individual, a household or a community falling below a minimum level of welfare (e.g. poverty line) or the probability of suffering physical and socio-economic consequences (homeless or physical injury) as a result of risky events and processes (as forced eviction, crime or flood). Paying special attention to urban vulnerabilities and violence shall reduce the probability of crime and ensure a secure and safe city environment.

C. **Building Urban safety through urban planning, management and governance:** Sustainable urbanisation by emphasising inclusive and participatory urban planning, and local development practices, incorporates policy-making and strategy development. This in turn promotes institutional and organisational development, resource planning and management in order to enhance efficiency in governance.

D. **Improving the governance of safety**: Enhancing urban safety and social cohesion are issues of good urban governance. They intend to create a city where safety is improved for its citizens and neighbourhoods, where there is fearless interaction among people and groups. These are prudent aspects of good governance which create an enabling environment for the inhabitants of the city, allowing improved quality of life and fostering economic development.

Safe City – India perspective

971.a The Constitution of India enjoins the Union to protect every State against external hostility and internal disorder in order to ensure that the governance of every state is carried out in accordance with the provisions of the Constitution. In pursuance of these obligations, the Ministry of Home Affairs (MHA) continuously assesses and monitors the internal security situation, issues appropriate advisories, shares intelligence inputs, extends manpower and financial support, offers guidance and expertise to the state governments for maintenance of security. As per the Seventh Schedule to the Constitution of India, 'police' and 'public order' are state subjects and, therefore, the state governments are primarily responsible for the prevention, registration, detection and investigation of crime and prosecution of the perpetrators of crime within their jurisdiction.

b. However, the MHA supplements the efforts of the state governments by providing them financial assistance for the modernization of the state police forces in terms of weaponry, communication, equipment, mobility, training and other infrastructure. The MHA from time to time introduces key initiatives to ensure that the states and the state security agencies are equipped with the latest technologies and systems to ward off any security threat to its citizens.

1. Modernisation of State police force (MoPF)

a. The MHA is assisting the state governments for modernizing its state police forces. Under this scheme, assistance is being provided for the procurement of state-of-the-art equipment such as CCTV cameras for surveillance, radio tetra sets for communication, forensic laboratories, weaponry, vehicles, computerization and training infrastructure.

b. Megacity policing plan

The megacity policing plan was introduced by the government under the MPF scheme in 2005 with an allocation of 57 million USD. By 2010, it had achieved considerable maturity as the system was used for ensuring the successful and event-free Commonwealth Games in Delhi. The MHA has provided further impetus to the megacity policing programme by allocating 72 million USD for the period 2013-17. The state governments are the primary drivers for city surveillance initiatives. They are also responsible for overall funding. However, they can request funds from the MHA as needed. The state government funds can be pooled in from city municipalities, state governments and MP/MLA funds. The funds will be used to procure modern equipments : CCTV systems, with Technology Fusion center, a Command and Control Centre. perimeter security systems, network equipment data servers for central command control centres, video management system and DVRs (Digital Video Recorders)

• Cyber patrol and communication monitoring system

• Integrated Geographic Information System (GIS) - based automated vehicle tracking and management system

c. Other State initiatives

In line with Schedule 7 of the Constitution of India, individual states have also initiated similar programmes for procurement. Several states have made it mandatory to secure cities by deploying video surveillance systems to protect its citizens against crimes and terrorist attacks.

Elements of safe city - Integrated city surveillance

972.a. India's vibrant democracy and healthy amalgamation of the socio-economic and cultural diversity is reflected in its cities. An integrated surveillance system provides a safe and secure environment for the development and growth of these aspects. Schools, colleges, educational institutions, technical and infrastructural resources such as the airports, railway stations, power plants, refineries (including heritage and cultural buildings), and most importantly, its citizens are the source of a city's energy. There are four entities that collectively form a part for a smart public safety and security work flow as defined below :

Workflow for a smart public safety and security

b. i. Detection and integration : Capturing and collating data in real time is the lifeline of a safe city project, especially if the data pertains to an incident leading to a security threat. The idea is to collect data from a wide range of different sources in digital formats so that it can be efficiently processed and used in real time. The detection system may be driven electronically using high definition CCTV cameras, infrared radars (IRs), lasers, handheld devices or simply an incident

reported by a vigilant citizen through a mobile phone or social media. It is imperative that the relevant data is obtained for recording and analysis.

It will help officers to access a wide variety structured and unstructured data from various sources including road accidents, surveillance cameras, traffic enforcement data and patrol vehicle tracking data among other things. The system will improve "**response time**" through aggregation, analysis and dissemination of information to field officers.

The **Technology Fusion Center** (TFC) consists of several functional blocks that provide essential technology solutions towards protecting communities and enhancing public safety including Traffic Command Centre (TCC), Facial Recognition Analytics (FRA), Video Enhancement Unit, Social Media Monitoring Unit (SMMU) and Traffic Signal Management Unit (TSMU).

ii. **Analysis :** It is crucial that the integrated information is available to the security agencies in usable formats, the analytics tools should assist the agencies in the analysis and retrieval of crucial information from the captured data for pattern analysis, event search, and video retrievals. Information once retrieved in the desired format shall help in proactive planning and decision making. Dashboard reporting will allow agencies to use the available information better. Improve the strategic and tactical decision-making including anticipation, prevention, and resource deployment. Openly share information that can benefit the public, such as crime maps and effectiveness assessments. Incident management SOPs can be defined, refined and redesigned for operations during critical event response.

iii. **Decision :** Establishing state-of-the-art command, control and coordination centres, equipped to accommodate decision makers and facilitate decision making, dashboard reporting, incident management and investigative analysis of the data collected using the real time information. The infrastructure established enables effective and efficient decision making, with easy access to information.

iv. **Action :** A team that will act as 'first responders' to an emergency, for disaster management should be established. This unified threat assessment and response team will have ready access to the information base which will prepare them to handle incidents and emergencies better. The team will be equipped respond to on ground action like riot control, bomb disposal and any other police and medical emergency.

Components of safe city

973 Safe city solutions incorporate a wide array of technology driven sub systems. Integration and interoperability of these sub-systems is fundamental in obtaining better intelligence from various sources and

sensors. From CCTVs to crisis management centres, technology will enable law enforcement, emergency services and local decision makers. This will help optimise their response to the expected as well as unexpected.

a. The following are the components that form the basis of the safe city architecture: surveillance and security applications. VA like motion detection, trip wires, object removal or abandonment, facial recognition, licence plate recognition, etc enables video surveillance to become a proactive monitoring tool that signals the need for immediate intervention by guards, police, or other security personnel. A video surveillance based safe city shall include the above mentioned video analytics tools along with other equipments to support detection of gun shots, fire alerts, unclaimed object alert and crowding alert.

b. Network connectivity

Network connectivity is one of the most important components of a safe city project and needs careful attention in assessment, planning and implementation. This is the backbone of the system in which data travels from the surveillance systems to the data centres and control viewing centres. It is important to ensure that the provisioned connectivity is reliable and secure and not plagued with latency, jitter, packet loss and performance. A combination of network technologies including leased lines, OFC (Optical Fibre Cable) network, terrestrial networks, wireless broadband, VS at and mobile network is expected to be used to provide seamless connectivity for all surveillance. The provisioning of the network backbone should also ensure connectivity to the data centres and control rooms with scalable capacities to allow for expansion in the future.

c. Data centre

Data centres are the heart of the surveillance based safe city projects. The data centre acts as a warehouse for the data collected from the surveillance sensors. The data centre is also responsible for providing continuous, real-time data to the command viewing centres for seamless, efficient and effective operations. Generally, a primary and a secondary data centre are established to ensure that the operations remain uninterrupted even if one is down. This centre hosts all the applications that are required by the agencies to operate systems like the video management software and the analytics application (VMS, VA), the automatic number plate recognition application (ANPR), the automatic vehicle classification. Appropriate space is provided for storage as well as retrieval of the digital information captured by the system. The design of a data centre for a safe city primarily depends on the type of operations that are envisaged by the security agency in

a safe city project and the type of processing required on these feeds: indexing, matching in DB, pattern analysis, GIS mapping, video analytics, facial recognition, etc.

d. Command viewing centres (CVC)

A command viewing centre (CVC) is an infrastructure that accesses the integrated information available at the data centre such as incident video feeds. CVC allows the collation of information, thus helping in the analysis of data for quicker decision making. CVCs will be equipped with an intelligent operations capability to ensure integrated data visualization, real-time collaboration and deep analytics that can help the agencies prepare for problems, coordinate and manage response efforts, and enhance the ongoing efficiency of city operations.

e. Surveillance system and equipments

The goal of any safe city programme is to provide officers and first responders with a shared security presence and an enhanced awareness through a system equipped with video surveillance cameras. The network of cameras collects data in the form of images or videos that are required to detect risks and respond to emergency situation. The CCTV camera technology has evolved over time, starting out as 100% analog systems, they gradually started becoming digitized. Network cameras and PC servers are now used for video recording in a fully digitized system.

f. IP cameras (Internet Protocol)

An IP camera combines a camera and image processing in one unit that includes the digitization and compression of the video, as well as a network connector. The video is transported over an IP-based network via switches, and recorded to a standard digital storage system with video management software. Some typical cameras used in surveillance systems are fixed cameras, fixed dome, PTZ, (Pan-Tilt-Zoom) IR and thermal imaging cameras.

g. Video analytics (VA)

The video analytics capability of a surveillance system determines its effectiveness and efficiency. VA, also called intelligent video surveillance, is a technology that uses software to automatically identify specific objects, behaviors or attitudes in video footage (for example, from CCTV systems). There are extensive powerful video analysis methods and tools that are deployed in a number of application domains, including the GUI (Graphical User Interface) available at the CVC will equip users to take decisions by using the real-time and unified view of operations. Cities can rapidly share information across

agency lines to accelerate problem response and improve project coordination. A CVC assists in leveraging information available with all the city agencies, thus allowing the management to make efficient and informed decisions. Furthermore, the centre helps in anticipating the challenges and minimizing the impact of disruptions. A CVC will provide a city wide GUI for visually depicting the video feeds and other sensor data. The GUI will also provide an overall status of the various city operations and its functions. The drill down capability of such a dashboard will allow the operational users and decision makers to explore the underlying detailed status information to a depth relevant to their role.

h. The viewing centre will have a GIS (Geographic Information System) map of the city giving the status of the area of interest to the agency. Multiple map layers may depict equipment or other assets, events, weather, positions of resources available to the city operations or boundaries of designated areas. Cross agency collaboration supports messaging between operators at the control centre, response units at the incident sites and other agencies, with the aim of reducing the response time, sharing information effectively and enabling collaborative decision making in a controlled and assured environment.

i. It will comprise of a set of tools like emergency call response systems and call dispatch systems to support immediate communication between all users and supporting agencies. Incident management capability is achieved through tools that assist in detection and management of incidents. The toolset enables the commanders as well as the executive staff to actively manage all the security aspects of the city since these tools provide real time information of incident detection, incident correlation and incident response. All of the capabilities of the CVC put together (the user interface, the GIS maps, the integration of application data, advanced analytics and incident management) provide the shared situational awareness required to enable the city operations staff and supporting agencies to synchronize and prioritize. The operator will be trained and provided with the standard operating procedures for responses to such incidents and emergency situations for effective crisis management. The control centre will be designed to enable all back office operations which will be closely integrated with the command and control centre operations.

j. Collaborative monitoring.

A key enabler for safe city is the aspect of collaborative monitoring. In Indian cities where every establishment, government or private, has realized the necessity to secure its infrastructure and establish surveillance, monitoring and incident response systems, it is important

that the data gathered by these agencies is shared among them. Government agencies like the aviation and transport department are already deploying onboard surveillance systems by provisioning CCTV based surveillance on public buses and bus stands, metros, railway stations and airports. These systems under collaborative monitoring can conveniently share their data in real time with the security agencies of the city. Similarly, live feeds from CCTV systems deployed by private establishments like malls, business parks and entertainment houses can be provided to the CVC of the city where the security agency can make effective use of the information. Many cities across the world have surveillance systems deployed by multiple public and private establishments. These cities are using the collaborative framework to receive video feeds from these systems to ensure real time responses.

974. Change management and capacity building

It is crucial that change management and capacity building programmes form an integral part of the safe city project. These initiatives will acquaint the stakeholders to the proposed system and its associated processes. Furthermore, it will motivate, train and empower the security agency officials to adopt revised methods of working and appreciate the resultant benefits. Change management will keep every stakeholder informed about the changes in the process flow and information management systems. It will empower the officials with the necessary skill and attitude in order to facilitate them in performing their duties in a more effective manner.

1. Capacity building

It is prudent to build the capacities of the departmental officials who are involved in the operations and decision making, by disseminating the necessary knowledge and skills for smooth implementation of the envisaged processes. It is equally important to generate an attitude that is receptive to a technology based delivery of services. Merely developing, redefining processes and implementing technology will deliver the quality of services envisaged. The concerned officials have to learn to operate the redesigned services, and efficiently deliver the desired outputs.

2. Design considerations

While designing a video surveillance based safe city project, all important aspects need to be considered so that the desired outcomes can be achieved. A robust system design ensures that the system has been based on identified needs and planned outcomes. A well- planned system design will determine the areas to be covered and the type of

incident alerts such as real-time, reactive and proactive alerts. The type of camera, the video analytics and sensors should be identified based on the camera specifications, the connectivity backbone and its availability by the user. The user should have identified the type of architecture, data centre design and capacity building requirements that will support the system in achieving the required functionalities. It is imperative that due emphasis is given to whether any existing legacy CCTV based camera systems need to be integrated or whether the CCTV systems available with other agencies are to be integrated.

3. The following illustration depicts design considerations which need to be explored before embarking on a roadmap for safe city:

Type of alerts : real time or reactive or pro active type of cameras and sensors to be installed Standardized systems for future integration and compatibility Overall connectivity: dedicated or MPLS or multicast etc.

4. Design city

Integration with different agencies for inputs and consultation Architecture to be adopted: centralized or decentralized or hybrid Areas to be covered and hot spot identification Integration of existing surveillance systems Establishment of a command and Control centre Reactive Analysis: Video forensics for legal evidence verification etc Data centre establishment and capacity Building.

Ecosystem of video surveillance system

Regulatory authorities

975. Software and Analytics Camera and peripheral manufacturers System Integrators Government System Integrators Semi conductor manufacturers

1. Produce video surveillance hardware

a. Distributors : Industrial OEMs, Network Equipment Manufacturers Security dealers Commercial

b. Provide operations and maintenance support : Storage providers Responsible for Integration and deployment of the surveillance system Residential End user of the video surveillance product

c. Regulatory authorities : The regulatory authorities like the state police are responsible for defining the policies and regulations governing the aspects of a surveillance system (quality, data security, environmental protection, etc). Network or telecom service providers: These agencies provide the backbone for the data connectivity. The network service providers can be private or public entities, with an established

infrastructure to support the heavy bandwidth requirements of the system via GSM, VSAT, RF, WiMax, copper and fibre optic channels.

d. Technology providers: Technology providers develop the underlying technology to support the surveillance system. These include the software or technology for video surveillance, network communication equipments and the data storage system. These entities typically provision the video analytics like ANPR, facial recognition, intrusion detection, video management software, switches, routers, NAS, SAN, SATA etc.

e. Original Equipment Manufacturers (OEM): These agencies produce video surveillance hardware like the IP cameras: fixed, PTZ, thermal imaging, mega pixel, camera lenses, and other accessories.

f. Channels: These agencies procure the surveillance applications and hardware from the technology providers and OEMs respectively to supply, install, commission and maintain the surveillance system.

g. Users: Government bodies, industries, commercial and residential entities primarily drive the demand for the surveillance systems. They determine the expectations from a system by laying down the functional and technical requirements.

h. Operation and maintenance players: These are typically the system integrators and OEMs who provide the operations and maintenance support for the deployed system.

2. Operating expenses

a. The bandwidth charges constitute the majority of the cost which is around 50% to 60% of the operating expenses budgeted for surveillance project, with hardware, software maintenance and provisioning technical manpower costs around10 to 15% each.

Relative cost analysis of a video surveillance project Capital expenditure

b. The IP camera equipment's , typically the fixed and PTZ cameras including the network peripherals like routers, switches and storage contribute to approximately 40 to 50% of the cost, the next capital intensive deployment is the data centres including the control centres, which is around 30 to 40%. The expenditure incurred on the labour for installation and commissioning of civil infrastructure consumes another 20 to 30% of the total capital project cost.

c. The concerned CsP / SsP in coordination with the concerned staff officers to DGP AP should take up the safe city plan. The ultimate outcome should be enhancement of Police Image, reduction in crime,

increase in detection of crime, enhancing public safety on streets and enhancing safety of women and children at all times. Technology is only a tool and the man behind the technology is the brain for operational success.

The recent erection of traffic signals and surveillance cameras at 94 important Junctions in the Visakhapatnam City for effective monitoring of traffic safety to serve the immediate requirements of Visakhapatnam City Traffic Police is one of the steps in the directions of safe city concept. (G.O. Rt. No. 1455 of Municipal Administration and Urban Development (W1) Department, dated 03.11.2012, regarding installation of CCTVs in 94 junctions.

CHAPTER 57

ROAD SAFETY

976. Road Safety is a multi-sectoral and multi-dimensional issue. It incorporates the development and management of road infrastructure, provision of safer vehicles, legislation and law enforcement, mobility planning, provision of health and hospital services, child safety, urban land use planning etc. In other words, its ambit spans engineering aspects of both roads and vehicles on one hand and the provision of health and hospital services for trauma cases (in post-crash scenario) on the other. Road safety is a shared, multi-sectoral, responsibility of the Government and a range of civil society stakeholders. That road traffic injuries are a major but neglected global public health problem requiring concerted efforts for effective and sustainable prevention. In the year 2015, in our country 5,01,000 accidents were reported resulting in 1,46,000 deaths. 54.1% of those killed were in the age group of 15 to 34 years. These statistics indicate the severety of the problem and incalculable economic loss to the country.

The Supreme Court committee on Road Safety vide their letter No.05/2014 / CoRS-Part-III dated 18th August,2015 has directed the State Governments to implement Road Safety laws and to take strong and urgent measures to curb over speeding, drunken driving, red light jumping, violation of helmet laws and seat belt laws, use of mobile phones while driving and over loading in order to ensure Road Safety. The observation of the Supreme Court Committee on Road Safety is reproduced below for immediate implementation by all field functionaries. The same is communicated by the Commissioner, Transport (vide Lr. No. 6000 / RSC/2014 dt: 30/03/2016 to all Unit Officers in Andhra Pradesh).

977. Directions of the Supreme Court of India to the States/UTs to implement road safety laws

(Addressed to : Chief Secretary of States /UTs dt. 18th August, 2015)

The Committee constituted by the Supreme Court of India to monitor and measure implementation of road safety laws in the country has had detailed discussions with the concerned Central Ministries and all the States/UTs on the trend of road accidents and fatalities. The data furnished by them have clearly established that the number of fatalities in India (1,46,000 deaths in 2015) continues to be very high, causing serious emotional trauma and economic loss to the families of the deceased and the society. The compensation awarded to the victims by the Insurance Companies also runs into hundreds of crores of rupees every year.

a. The Committee has over the last one year issued directions to the States/UTs 1. to establish institutional arrangements to promote road safety, 2. to undertake engineering measures to make roads safe, 3. to tighten enforcement together with promoting road safety education and 4. to establish adequate trauma care facilities, and the Committee has been closely monitoring the action being taken by the States/UTs.

Even though a number of measures have been taken by the States/ UTs as directed by the Committee, the Committee on the basis of detailed analysis of traffic accidents and fatalities has come to the conclusion that unless strong and urgent measures are taken to deal with a. over speeding, b. drunken driving, c. red light jumping, d. violation of helmet laws and seat belt laws, e. use of mobile phones while driving, and f. over loading, the number of accidents and fatalities will continue to remain high.

b. Intelligent Speed adaptation, driver alert control and eye drowsiness detectors are some of the features that help in reducing accidents.

c. The Committee is of the considered view that the States/UTs and their concerned Departments should take stern action against the violators of the law and exercise the discretion under Section 19 of the Motor Vehicle Act, 1988 (Power of licensing authority to disqualify from holding a driving license, if a driver is a habitual criminal or drunkard, or using motor vehicles in commission in cognizable offence, or known for dangerous driving etc.,) read with Rule 21 of the Central Motor Vehicle Rules, 1989 by passing an order disqualifying the offender from holding a driving license for a specified period and also by seeking imprisonment wherever it is provided under the law. The Supreme Court, has also emphasised the necessity of strict and faithful enforcement of all existing laws and norms not only as an **absolute principle of law** as well as for the high beneficial effects thereof.

d. The Committee, directed the States/UTs and their concerned Departments to take the following action forthwith :

Suspension of the licence for a period of not less than 3 months under Section 19 of the Motor Vehicle Act, 1988 read with Rule 21 of the Central Motor Vehicles Rules, 1989 for :

i. Driving at a speed exceeding the specified limit which in the Committee's view would also include red light jumping ;

ii. Carrying overload in goods carriages and carrying persons in goods carriages;

iii. Driving vehicles under the influence of drink and drugs;

iv. Using mobile phone while driving a vehicle.

f. That in case of driving a vehicle under the influence of drinks or drugs, the police should prosecute the offender and seek imprisonment

as prescribed under Section 185 of the Motor Vehicle Act, 1988 even for the first offence.

g. That the helmet laws be made applicable all over the State/UT both for main riders and the pillion riders. In case where the law relating to the use of helmet is violated by either the main rider or the pillion rider, they should both be subject to Road Safety Education and Counselling for not less than 2 hours before imposition of fine as prescribed under the Act.

h. Those who violate the 'seat belt law' should also be subject to Road Safety Education and Counselling before imposition of fine as mentioned above.

i. The Committee further directs the States/UTs to submit Action Taken Reports at the end of every 3 months starting from 1st Sept, 2015.

978. Offences of rash and negligent driving

Sec. of IPC	Offence	Punishment	Cognizable / Non-Cognizable	Bailable / Non-bailable
279	Driving or riding on a public way so rashly or negligently as to endanger human life etc.	6 months imprisonment or fine up to Rs. 1000 or both	Cognizable	Bailable
336	Doing any act which endangering human life or the personal safety of others :	Imprisonment for 3 months, or with fine Rs. 250 rupees, or with both.	-Do-	-Do-
337	Causing hurt by an act endangers human life, etc	Imprisonment for 6 months, or with fine Rs.500, or both.	-Do-	-Do-
338	Causing grievous hurt by act endangers human life, etc	Imprisonment for 2 years, or fine Rs.1000, or both.	-Do-	-Do-
304A	Causing death by rash and negligence Act :	Imprisonment for 2 years or fine, or both	-Do-	-Do-

Compensation : Besides award of MACT (Motar Accidents Claims Tribunal) the Trial court while convicting an offender u/s 304A IPC may order for payment of compensation u/s 357 (1)(c) CrPC r/w Fatal Accidents Act 1855.

Note : Sec. 304 A IPC Investigation by Inspector of Police if more than two deaths are reported in the accident.

Compounding of offences by the SI of Police : As per G.O.Ms. No.108 of Transport, Roads and Buildings (TR-I)Department, dt:18.08.2011, SI of Police is empowered to conforming certain offences u/s 200 of MV Act. The SHO / Traffic SI SHO / L&O SHO, have to maintain Crime index of Traffic offences both under MV Act, 1988 and also under IPC provisions i.e. Sections 279, 336, 337, 338, 304 A IPC. The data should be sent to District Traffic Records Bureau (DTRB) or City Traffic Records Bureau (CTRB) as the case be.

979. ROAD SAFETY DUTIES :

The ADG Road safety and other officers dealing with Road safety may refer to PSO 36 B of APPM Volume I, Part - I (Chapter - 3) for details of duties including the National Road Safety Council, State Road Safety Council, details of field action plan, implementation of Supreme Court orders regarding re-locating wine shops on National Highways and such other accident reduction measures. The ADGP Road Safety shall also take up 'Road Development Plan' (RDP) at X,Y,T junctions in AP.

980. **Sec.19 of MV Act, 1988** envisages certain power of licensing authority to disqualify from holding a driving license or revoke such license -

1. If a licensing authority is satisfied, after giving the holder of a driving license an opportunity of being heard, that he -

   a. is a habitual criminal or habitual drunkard; or

   b. is a habitual addict to any narcotic drug or psychotropic substance within the meaning of the Narcotic Drugs and Psychotropic Substances Act, 1985 (61 of 1985);or

   c. is using or has used a motor vehicle in the commission of a cognizable offence; or

   d. has by his previous conduct as driver of a motor vehicle shown that his driving is likely to be attended with danger to the public; or

   e. has obtained any driving license or a license to drive a particular class or description of motor vehicle by fraud or misrepresentation; or

   f. has committed any such act which is likely to cause nuisance or danger to the public, as may be prescribed by the Central Government, having regard to the objects of this Act; or

   g. has failed to submit to, or has not passed, the tests referred to in the provision to sub-section (3) of section 22; or

h. being a person under the age of eighteen years who has been granted a learner's license or a driving license with the consent in writing of the person having the care of the holder of the license and has ceased to be in such care, it may, for reasons to be recorded in writing, make an order-

i. disqualifying that person for a specified period for holding or obtaining any driving license to drive all or any classes or descriptions of vehicles specified in the license; or

ii. revoke any such license.

2. Where an order under sub-section (1) is made the holder of a driving licence shall forthwith surrender his driving licence to the licensing authority making the order, if the driving license has not already been surrendered, and the licensing authority shall,-

a. if the driving license is issued under this Act, keep it until the disqualification has expired or has been removed, or

b. if the not a driving licence issued under this Act, endorse the disqualification upon it and sent it to the licensing authority by which it was issued; or

c. in the case of revocation of any licence, endorse the revocation upon it and if it is not the authority which issued the same, intimate the fact of revocation to the authority which issued that licence.

Provided that where the driving license of a person authorises him to drive more than one class or description of motor vehicles and the order, made under sub-section (1) disqualifies him from driving any specified class or description of motor vehicles, the licensing authority shall endorse the disqualification upon the driving license and return the same to the holder.

3. Any person aggrieved by an order made by a licensing authority under sub-section (1) may, within thirty days of the receipt of the order, appeal to the prescribed authority, and such appellate authority shall give notice to the licensing authority and hear either party if so required by that party and may pass such order as it thinks fit and an order passed by any such appellate authority shall be final.

4. The SsP / CsP have formed D.T.R.B / C.T.R.B in districts and cities respectively.

981. District Traffic Records Bureau (DTRB) is created vide Chief Office Memo in C.No. 04/DGP/ camp/2011 dt:25.06.2011, as a separate cell with in the DCRB Unit following the formation of Bureau of Road Safety and Traffic planning (BRT) by Government of India.

The DGP AP ordered that the SsP / CsP should form the DTRB / CTRB (in cities) with one Inspector of Police, one SI of Police computer knowing Head Constable with necessary computer facility exclusively to deal with matter relating to B.R.T. The Monthly / Quarterly proforma have to be sent by SHOs (Ref. Chapter 40.)

982. Role of District Road Safety Committee :

(Circular Memo Rc.No. 10/RS/2016, dt : 09.03.2016 of the office of ADGP (Legal) HAC Road Safety).

1. The committee must visit all those spots where fatalities are 3 or more per annum in a span of 300 meters have occurred in the last three financial years and decide road interventions if any, are required.

2. Reduction in Road Crash incident of 16.40 per one lakh population to 11.6 per lakh population which works out to 30% reduction in Road Crash Death Rate (75% of Road crash incidents are by two wheelers, Auto rickshaws, cars, jeeps, other light motor vehicles and tempos which constitute the bulk of the total volume of the vehicles on roads). The SsP / CsP have to analyze the road crash incidents data prepared by DTRB and take specific steps to reduce their share of road crash incidents.

3. Streamlining Road Patrolling : SsP / CsP have to install GPS on their road patrol cars and support them with Personal Digital Asst. (Hand held device) to ensure spot challan, Breath Analyzers, speed guns, Body worn cameras, vehicle mounted cameras etc., to ensure enrfocement without harassment

4. Enforcement : Enforcement of MV Act also includes counseling the drivers in addition to levying fine / penalty. The drivers should be made aware of their previous road violations. SsP / CsP should create a mechanism which profiles the driver to adopt safe driving techniques. They have to liaise with Transport Commissioner (1st sept,2015 meeting with the Government) as he has proposed to give to all enforcement officials with finger print authentication and auto capture of GPS location, along with time and date stamp. These devices will pull up data of previous violations by the drivers from the cloud where the Transport Department data is stored which will be available to the field officers.

5. As per Rc.No. 22/RS/2016 of AP DGP Office, dated 02.04.2016, Unit Officers have to list all the Hospitals existing on National and State Highways. This list should be sent to District Collector with copy to SP/CP and it may be got verified through Health Department whether suitable facilities exist in these hospitals for designating

them as **trauma centres**. There after the proposal may be sent by District Collectors to Government.

6. To take stringent legal action against road side Dhaba hotels selling IMFL liquor.

7. Utilize the services of consultants to analyse the data on road accidents causes or accidents and road engineering defect etc. coordination may be done with District Collectors and Transport Department Officials to work out the further modalities in this regard.

8. D.T.R.B / C.T.R.B. proforma to be submitted to superior officers is detailed in Chapter 40, at PSO 764-6 for compliance.

CHAPTER - 58

District Police Office

983.A. A District is created by the State Government by Gazette notification with certain geographical area to be administered by the District Magistrate and the District Superintendent of Police is the head of District Police Administration. All citizens shall have the right to efficient Police services from any police Station and at the District Police Office. Subject to reasonable practicality, all Citizens shall have the right to receive lawful services from a Police Station / Circle / Sub-Division / District Head Quarters and for peaceful entry, reception and response.

B. The District Police Office is the heart of district Police functioning, for redressal of Public grievances for public service delivery, for maintaining discipline, for ensuring the public order and for giving directions for maintenance of Law and Order. As per Sec. 2 (s) Cr.PC Police Station with specific area is declared by the Government, and a 'Sub-Division' is created as per Sec. 2 (v) Cr.PC. Sec.2 (K) Cr.PC. refers to declaring certain area as a 'Metropolitan area, notified by the Government u/s 8 Cr.PC. The State Government may confer powers of Special Executive Magistrate on the Commissioner of Police, Deputy Commissioner of Police, Asst. Commissioner of Police to perform the function of a Addl. District Magistrate / Sub-Divisional Magistrate / Executive Magistrate respectively.

C. The SsP / SsRP / CsP are empowered to entrust any work to any one of the ministerial Staff.

D. The Adminstrative Officer of the DPO is accountable for ensuring efficient and effective performance of the staff under his control and brief the Addl.SP / SP / DCP (Admn) / CP concerned from time to time and upgrade his computer skills.

E. The SsP / SsRP/ CsP have to adhere to the time lines set by 'mee-seva' and RTI Act.

F. The SsP / SsRP/ CsP are empowered to delegate duties to the Addl.SP (Admn), Addl.SP (Crimes), Addl.SP (Operation) depending on the capacity, efficiency, effectiveness of the officer.

984.a. Delegation of powers to Administrative Officer, including Financial Powers.

1. Execution of contracts and other instruments for the purchases, supply, conveyance or carriage of building materials, stores, machinery.

2. Sanctioning of expenditure on the purchase and repair of furniture upto a limit of Rs.100/- at any one time, subject to the general rules.

3. Incurring of expenditure on repairs to motor lorries or vans and on the purchase of spare parts or equipment for them.

4. Incurring of office expenses which a Superintendent of Police is authorized to incur.

5. Renting of houses for Sub-Inspectors of Police, Head Constable and Constables up to the limits up to which the Superintendent of Police are authorized to rent houses.

6. Incurring of expenditure up to a limit of Rs.35/- for shifting telephones from one place to another and other petty charges not exceeding Rs. 30/- in each case.

7. Incurring of expenditure on annual petty repairs to tents supplied to S.P. / CP.

8. Sanctioning of estimates for construction and repairs of buildings upto the limits up to which the Superintendent of Police is authorized to sanction such estimates.

9. Drawing of bills for the pay and allowances, contingencies and travelling allowances of the non-gazetted subordinates.

10. Incurring expenditure on repairs to bicycles which a Superintendent of Police is authorized to incur.

11. Sanctioning of expenditure on conveyance charges which a Superintendent of Police is authorized to sanction.

12. Incurring of expenditure on copy stamp papers required for obtaining copies of orders of records relating to civil or criminal cases.

13. Sanctioning of employment of unskilled menials of non-pensionable establishment subject to the conditions.

14. Sanctioning of the payment of fees to Honorary Medical Officers etc., which a Superintendent of Police is authorized to sanction.

15. Sanctioning of the payment of fees to Rural Medical Practitioners at the rate at which a Superintendent of Police is authorized to sanction.

b. Administrative and Other Routine Duties of Administrative Officer

1. Oral enquiries and personal hearing in disciplinary cases relating to the District Police Staff.

2. Signing fair copies of letter to the Chief Office and Deputy Inspector General of Police.

3. Audit of travelling allowance, bus warrants and contingent bills-Final orders.
4. Checking of cash books of District Police Office and Reserve Inspector of Armed Reserve Superintendent of Police may initial them once a fortnight.
5. Signing abstract of pay bills and contingent bills.
6. Attestation of Service Books and service rolls-Issue of Last Pay Certificate.
7. Punishment of office staff except Accountants and office Manager.
8. Disposal of petitions regarding pay, travelling allowance and contingencies.
9. Maintenance of confidential sheets of Junior Assistants and Senior Assistants.
10. Filing of quarterly returns of Government properties received from circles.
11. Passing of indents for clothing, stationery and other articles.
12. Disposal of papers of routine nature which do not require the attention of the Superintendent of Police.
13. General supervision of the work of the office staff, stores Reserve Inspector, Armed Reserve Staff (Clerk).
14. May act and transact as Vice-President of the Co-operative Stores and Credit Society and the Canteen, if any.

985. Establishment

"A" Section

'A' section deals with establishment matters viz., proposals for new sanctions, promotion rolls, transfers, pension, disciplinary cases (Punishment Rolls), Appeals, rewards, probation of all ranks, maintenance of D.O. Book, Service Books, Leaves including Surrender and Additional Surrender leaves, increments, trainings (Contributing Pension Scheme) CPS etc.

986. A1 Seat deals with :

1) Establishment matters relating to appointments, promotions etc.
2) Court matters i.e., Original Applications (O.As)/Writ Petitions(W.Ps)/ Revision Petitions (RPs) filed in APAT/High Court etc., on service matters.
3) Maintenance of Seniority lists of all categories.

4) Fidelity Guarantee Bonds in respect of all Superintendents, the particulars of their fidelity guarantee bond to be furnished (in Statement No.5).

5) Transfer of Armed Reserve to Civil Police.

6) Conversion and Transfer of APSP to AR (Armed Reserve)

7) Maintenance of Communal Rosters: - Separate Communal Rosters are maintained for Civil, AR (Men & Women) and Ministerial staff and Class-IV employees Category Wise.

8) Seniority Lists: - Junior Assistants

   The seniority lists of Junior Assistants (J.As.), Typists, ARHCs, ARPCs, Civil PCs, HCs and Women PCs (WPCs) have to be prepared every year and communicated to all concerned.

9) Appointments made during the year :

   Compassionate Appointment made/ pending during year, proceedings, of the District Collector concerned and those pending with the District Collectors have to be compiled.

987. A2 - Seat

The A2 Jr. Asst. deals with the following subjects :

1. Sanction of increments to all categories.
2. Appointment to Special Grade Post (after 6 years), Special Promotion Posts – IA (12 Years), IB (18 Years) and Special Promotion Post – II (24 years) to all employees.
3. Fixation of Pay in the Special Grade Post, Special Promotion Posts – IA, IB and Special Promotion Post – II to all employees.
4. Re-grant of Annual increments to all employees.
5. Rough Increment Register :

   Register is maintained showing the dates of increments to be sanctioned to the Police officers, Men, Ministerial Staff and Class-IV employees. It is maintained month wise. Annual increments have to be sanctioned to all eligible personnel every month regularly.

6. Uniform Allowance

   As per G.O.Ms.No.130, Home dated: 17.04.2010 of Government of AP the Uniform allowance shall be drawn and paid to all the officers along with the pay bills in the month of March payable in the month of April. Uniform allowance for all eligible personnel has to be sanctioned for the financial year by the Unit Officer.

7. Automatic Advancement Scheme

   As per G.O.Ms.No.96, Finance (Pay Commission – II) Dept, dated: 20-05-2011, the Automatic Advancement Scheme number of years of services were changed from 8, 6, 24 years to 6, 12, 18, 24 years. The Special Grade Increments have to be sanctioned to all eligible Police personnel, Ministerial Staff and Class IV employees regularly.

988. A3 & A4 seats: (Leave Rolls)

A3 and A4 Jr. Assts. deal with the following subjects of all Executive and Ministerial Staff:

1. Leave Rolls
2. Sanction of Surrender Leaves (SL) /Addl. Surrender Leaves (ASL)
3. Annual Verification of Service Registers
4. Maintenance of D.O. Book.
5. PPT (Physical Proficiency Test) and Health data A (Fit), B (moderately fit), C (unfit) updation (PSO 967 (4)).
6. Pending Leave Rolls (Sick / medical leave etc.)
7. Pending Earned Leave / Paternity Leave / Maternity Leave Currents (i) Year- (ii) No. of applications (iii) No. of Applications Disposed (iv)Pending.
8. Desertion Cases
9. Annual Service Verification.

   Annual Service Verification **:-** The Annual Service Verification for the year ending March has to be completed and the verification for the succeeding year is to be commenced.

989. A5- Seat

The following subjects are being dealt by A-5 seat:

1. Pension and Gratuity
2. Family Pension
3. Maintenance of Superannuation Register / Voluntary / Compulsory retirement / Medical
4. Medical Invalidation Pension.
5. Anticipatory Pension
6. Contributory Pension Scheme (Statement)
7. Death of Police personnel while in service and Legal heir

Registers have to be maintained according to the receipt of pension applications DCRG (Death Cum Retirement Gratuity) and Commutation pension.

990. Contributory Pension Scheme (C.P.S):

Number of Police Personnel appointed will come under the C.P.S. as per the G.O.Ms.No.655, Finance (Pension.I), Department. Dated 22.09.2004 and all of them have to be enrolled and CPS amount has to be recovered from their salaries regularly.

Following is the statement showing the pendency of Pension cases.

SI. No.	Nature of Pension	No. of Cases	No.of cases proposals processed	No.of cases Pensionery benefits sanctioned	No.of cases pending in office	No. of cases pending with LF/AG/ NSDL
1.	Superannuation Pension					
2.	Voluntary Retirement					
3.	Compulsory Retirement					
4.	Medical invalidation Retirement					
5.	Death cases					

991. A6 & A9 – Seats

1) A6 deals with all Major and Minor Punishment Rolls, Oral Enquires and Suspensions

2) All Appeals/Revision/Mercy petitions relating to Major and Minor Punishments.

A9 deals with all minor punishments.

992. A7 Seat

A7 Seat deals with :

1) Proposals for new Police Stations and establishments pending with chief office or Government.

2) Renewal of Temporary sanction of all posts (GOs to be obtained from time to time for continuation).

3) Trainings and annual physical fitness tests grading A(fully fit), B (moderatley fit), C (unfit) and putting list of B, C to SsP/CsP for further action.

4) Audit reports of A.G.AP, Hyderabad

5) Internal Audit by Chief Office

As per G.O.Ms. No. 34 dated: 23.01.1989 and G.O.Rt No. 1416, Finance and Planning Department dated: 01.07.1997 it is the responsibility of the Accounts branch of the Head of the Department to conduct internal audit of Regional Office, District Office, Unit Officers etc., periodically at least once in a year and furnish a report to AG Office.

6) Punitive tax.

7) Rewards: Meritorious Service Entry, Good Service Entry, Cash rewards. (MSE,GSE,CASH)

993. A8 Seat

A8 seat deals with the following subjects.

1. Transfer of S.Is, ASIs, HCs and PCs
2. District Transfer of HCs/PCs
3. Probation of all ranks except PCs (Statement 12 & 12A).
4. Deputation of all ranks to other units.
5. Monthly reports of all PCs / HCs/ ASIs / SIs (PSO 111-2)

994. A10 Seat

A10 seat deals with the following subjects:

1. Recruitment of PCs
2. Probation declaration of PCs (Statement 14)
3. Pay protection of PCs
4. No objection certificates to the PCs.

995. Budget Section

'B' Section is assisted by Sr. Asst., and Jr. Assts. The following books have to be maintained by him. The Cash books are checked regularly by the Administrative officer.

	Cash	Bank	Fixed Deposits
1. U.D.P. Cash Book			
2. D.D.O.			
3. Main Cash Book Permanent Advance under contingencies Cash Book.			
4. Dist. Police Welfare Fund Cash Book			
5. Sports Fund Cash Book.			
6. Education Fund Cash Book			
7. Widow Fund Cash Book			
8. Band Fund Cash Book			
9. Commemoration flags fund cash book.			
10. Passport applications process charges cash Book			

996.a. B1- Seat :

B 1 Seat deals with :

1. Maintenance of TA check registers of TA Bills
2. Drawl of T.A. Bills of all Gazetted officers
3. Drawl of T.A. advance and Transfer T.A. Advance.
4. Maintenance of T.A. Advance Register
5. Drawl of L.T.C. (Leave Travel Concession)and Home Town T.A. bills

b. B2 Seat

B2 Seat deals with :

1) Scrutiny, drawl and auditing of T.A. Bills relating to certain Circles.
2) Preparation of Treasury Reconciliation statement.

c. B3 Seat

B3 seat deals with (i) scrutiny drawl and auditing of T.A. Bills some of the Sub-Divisions and also (ii) claiming of Police Bus Warrant Bills. (iii) Widow Fund, Sports Fund and Education Fund recoveries from the pay bills of Police personnel, officers and staff every month.

A separate Register has to be maintained for Bus Warrant Bills. Details of Bus Warrant bills (i.e., passed, audited and pending audit) are to be furnished in the Statement No.19.

d. B4 Seat

B4 Seat deals with T.A. Bills pertaining to some of the Sub-Divisions, SB, DCRB, Special Units and office staff of DPO.

e. B5 - Seat

Payment of Maintenance of office vehicles and POL bills.

1. Budget related correspondence.
2. Police Buildings – Correspondence with A.P.S.P.H.C. Ltd.
3. Abstract Contingency Bills (ACB) and Detail Contingency Bills (DCB) :

f. B6 - Seat

131 Telephones:-

133-Electrical charges:

140 House Rents:

300 Other Contractual Services:

g. B7 Seat :

B7 Junior Assistant deals with the following subjects :

1. **Huzur Treasury Bill Register :** All the budget and non budget (Plan/ non plan) bills are entered with register and numbered, and all entries in connection with bill amount and date of encashment are posted and updated promptly.
2. **DDO Account Cash Memo book** : Of District Armed Reserve (DAR) and District Training Centre (DTC) Monthly non government recoveries such as Bhadratha Aarogya Bhadratha, Sports fund, Widow fund etc., from the salaries of officers and men are sent to the Chief office promptly.
3. Scrutiny of TA Bills **:**

h. B8 - Seat

B8 Seat deals the following subjects.

1. Contribution of funds to the bereaved family members of deceased police personnel.
2. Attendance to the administrative grievances of District Police Personnel.

a. Attendance to the administrative grievances of District Police Personnel. An opportunity has been given to district police personnel to express their administrative grievances directly to the Unit Officer through VHF Set conference on every Friday. The DPO staff will attend them, solve grievances and give compliance to Unit Officer besides transmitting the same copy to the concerned.

b. Public Grievances Redressal deny : Every Monday in a week is earmarked as a "public grievances day". The SsP / SsRP/CsP have to be in PHQ (Police head quarters) to attend to the Public grievances and sort out matters with the concerned Police Officers / Administrative Officer of DPO

997. Pay Section

a. P1 Seat

P1 Seat deals with the following subjects :

1. Preparation of pay bills with the long roll of office staff and Long Roll-9
2. Preparation of monthly pay bills with the assistance of pay section staff.
3. Maintenance of pay advance register.
4. Issue of Last Pay Certificates.
5. Recording particulars of D.Os in Long Rolls.
6. Pay fixation of all ranks on promotions.
7. Maintenance of Arrear Claim Register.

Monthly pay bills of all categories have to be prepared and presented at the Huzur Treasury, well in advance. They have to be en-cashed on the first working day of the month and the salaries have to be credited to individual accounts through Banks.

b. P2 Seat

P2 Seat deals with the following subjects.

1. Preparation of the pay bills with the long roll of Vol.I.
2. Drawl of SLS (Surrender Leave Salary) and ASLS (Addl. Surrender Leave Salary) of all ranks.
3. Drawl of Regular Surrender leave S.L.S.
4. Income Tax :

For the current financial year Income Tax has to be calculated in respect of all employees who come under purview of Income Tax

and the same will have be recovered in three installments from their pay of December, January and February will have to be credited to the head of Income tax.

c. P3 Seat

P3 Seat deals with the following subjects:

1. Preparation of pay bills with the long roll of Vol-2.
2. Sanction and drawl of General Provident Fund / Temporary Advance, Part Final with drawl and Final With drawl and GPF Schedule.
3. GPF Bill Register
4. Death Cases.
5. Retired Cases.
6. G.P.F. **:** All employees working and enlisted have to be enrolled as subscribers to GPF.
7. GPF Bill Register **:** Bill register is maintained for drawl of 1) GPF. Temp. Adv., 2) PFW 3) FW 4) Booster Scheme.

d. P4-Seat

P4 Seat deals with the following subjects.

1. Preparation of pay bills with the long roll of Vol-3.
2. Sanction of House Rent Allowance, Festival Advance/SFA, House Building Allowance, Marriage Advance.

e. House Rent Allowance :

Addl. HRA at the rate of 8% of basic pay is being sanctioned (limited to a maximum of Rs.1000/-pm) in addition to the normal HRA at 20% of pay in some municipal towns, 12% to those working in the Moffusil areas and 14.5% at some towns (as per G.O.Ms.No.48, Finance (HR.V-PC.I) dept, dated : 30.04.2015 as provided in the revised pay scales of 2015).

f. P5 Seat

P5 Seat deals with the following subjects:

1) Preparation of pay bills with the long roll of Vol.4
2) GIS and Family Benefit Fund (FBF) of retired and deceased personnel of Executive and Ministerial Staff.
3) Recovery of LIC salary saving scheme etc.
4) Corpus Fund, Postal Life Insurance.

g. Pay Work :

Assistance to P1 Sr. Asst. in preparation of Pay Bills with Long Roll Vol.5. every month.

h. P6 Seat

P6 Seat deals the following subjects .

1. Preparation of Pay Bills with the long roll.
2. Preparation of all arrear Supplementary bills.

i. P7 – Seat

P7 seat deals with :

1. Preparation of pay bills with the long roll of Vol.6
2. APGLI and other correspondence.
3. Sanction and drawl of Education Advance / Educational Concession for all categories.
4. Reimbursement of Education fee.
5. Medical Reimbursement charges.

j. P8 – Seat

P8 Seat deals with the following subjects :

1. Preparation of pay bills with the long roll of Vol.7
2. Bhadratha and Arogya Bhadratha Scheme (Ref: Chapter 20 of APPM Part –I Vol-I)
3. Bhadrata Loans (Personal loans Computer loans and marriage loans)
4. Settlement of final amount of Bhadrata on retirement and death cases.

General Seats :

998. G 1 Seat deals with the following subjects:

1) All petition currents except those of SCs & STs (Personal Register to be maintained)
2) Chief Minister's Peshi Petitions
3) State HRC Petitions
4) State Legal Services Authority SLSA / District Legal Services Authority DLSA / Petitions sent by VIPs
5) Medals and Pathakams
6) Measures taken to liquidate pending currents.

G2 - Seat

G 2 Seat deals with the following subjects.

1. Inspections and charge Transfer Certificates of transfered officers (form 26A)
2. Correspondence relating to Gun Licenses, Explosive Licenses and other Acts
3. Miscellaneous Subjects. **(**Year, total number of currents received, no. of reports received and disposed no. of compliance reports awaited**)**

   Block reminders in respect of pending IRs/General currents have to be issued to all the concerned every month regularly and also the same has to be reviewed in monthly crime meeting by the Superintendent of police / DCP / Addl. Superintendent of Police, to liquidate the pendency .

G3 –Seat

G3 Seat deals with the following subjects.

1) Monthly written tests of PCs/HCs/ASIs conducted by SHO.
2) RTI Act 2005
3) Movable and immovable property returns and allied correspondence.
4) Maintenance of long roll No.8

999.a. General matters :

Meaning of 'correspondence References'

i. Number Disposal : N.Dis (Enquire and necessary action). There is no need to reply to the superior officers if did not warrant follow up action .

ii. Lodged Disposal : L.Dis (Closed file will be kept for 3 to 4 years.)

iii. Record disposal : R.Dis (Major enquiries – PRs). The correspondence is retained till retirement of the officer.

b. **Right to Information Act** : Assistant Public Information Officer (APIO) has to provide reply within 30 days from the date of receipt of request for information.

Public Information Office (PIO) is the appellate authority. SsP / SsRP/ CsP will have to designate an officer as APIO and a superior officer as P.I.O.

c. **Opening of Correspondence :** All named covers received in the name of Superintendent of Police or Commissioner of Police shall

be opened by him/her. In his temporary absence, the officer holding full additional charge (FAC) is authorized to open the named covers. Under no circumstances the named covers are allowed to be opened by sub-ordinates.

i. All covers received at the DPO/ Commissionerate will have to be opened by the Establishment Superintendent. Inward clerk enters into the register. C.M. Peshi, DGP Peshi, Range Register, District Register are maintained separately.

ii. 'Confidential letters Double Cover' i.e. Covers with another cover with confidential letters are sent to SsP / CsP of other Districts / Commissionerates or to the ADGP Intelligence, IGP / DIG SIB / Counter Intelligence cell or DGP.

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